

THE UNITED CHURCH OF CANADA

MEETING OF THE EXECUTIVE OF THE GENERAL COUNCIL MINUTES April 23 – 26, 2004

The Executive of the General Council of The United Church of Canada met from 9:00 a.m. on Friday, April 23 to 3:00 p.m. on Monday, April 26, 2004 at 3250 Bloor Street West, Etobicoke, Ontario. The Moderator, The Right Reverend Peter Short, presided.

ATTENDANCE

Voting Members

Ted Alexander, Marion Best, Jim Blanchard, Lynn Boothroyd, Anne-Marie Carmoy, Marion Carr, Cindy Desilets, Dwaine Dornan, Diane Dwarka, Doug Einarson, Dorothy Hemingway, Fannie Hudson, Jim Jackson, Donald Koots, Heather Leffler, Jennifer Llewellyn, Stephen Mabee, Maggie McLeod, Mary-Beth Moriarity, Tony Newell, Marion Pardy, Lorna Pawis, Barbara Rafuse, Paul Reed, Dong-Chun Seo, Peter Short, Jim Sinclair, Michelle Slater, Norma Soble, Paul Stott, Walter Sowa, Kathy Suteau, George Takashima, Martha Ter Kuile, Susan Tough, Stephane Vermette, Kent Ward, David Woodall.

Corresponding Members

David Allen, Bill Bartlett, Michael Bourgeois, Debra Bowman, Omega Bula, Wendy Bulloch, Bob Campbell, Virginia Coleman, Brian Cornelius, Ian Fraser, Catherine Gaw, Doug Goodwin, Bruce Gregersen, Carol Hancock, William Kunder, Sharon Larade, Lynn Maki, Stanley McKay, Fred Monteith, Vicki Obedkoff, Lois O'Neill, Inez Penney, Peter Scott.

Regrets

Jim Balfour, David Giuliano, Allan Sinclair, Jordan Thompson.

FRIDAY – APRIL 23, 2004

The Moderator welcomed "my dear friends in Christ" with thanks.

CONSTITUTING OF THE EXECUTIVE

The Moderator constituted the meeting with the following words:

"In the Name of the Lord Jesus Christ the only Sovereign head of the Church, and by the authority vested in me by the 38th General Council, I hereby declare this meeting of the Executive of General Council to be in session for the work that may properly be brought before it to the glory of God."

"Au nom de Notre Seigneur, Jésus-Christ, seul chef souverain de l'Église, et par l'autorité qui m'a été conférée par le 38ième Conseil général, je déclare ouvert, par la présente, l'exécutif du Conseil général et ses travaux dans l'intérêt du Royaume de Dieu."

WORSHIP

The music team - Bruce Harding, Lloyd MacLean, and Mark MacLean – led a Taizé style worship. The music team provided music throughout the meeting including at the beginning of each session.

ACKNOWLEDGEMENTS

The Moderator noted those who would be arriving late:

- Marion Best, UCC Representative to WCC – arriving Saturday
- Debra Bowman, Chair of the GC Agenda and Planning Committee – arriving Sunday afternoon

Regrets:

The Moderator remembered those who were unable to be with us:

- Jim Balfour, Elected Member – Saskatchewan Conference

- David Giuliano, Elected Member – Manitoba and Northwestern Ontario
- Allan Sinclair, Elected Member – All Native Circle Conference
- Jordan Thompson, Elected Member – London Conference

Introductions:

The Moderator introduced guests including some who would be arriving later in the meeting:

- Ted Alexander, lay representative, London Conference – Alternate for Jordan Thompson
- Rev. Dr. Lesley Anderson, Global Partner (Caribbean Council of Churches)
- Debra Bowman, Chair, GC39 Agenda and Planning Committee
- Mark Ferrier, Observer from the Permanent Committee on Governance Planning and Budgeting Processes
- Stanley McKay, Acting Speaker, ANCC
- Kent Ward, Chair, GCE Business Committee

and introduced the Business table.

WORDS FROM THE CHAIR OF THE BUSINESS COMMITTEE

Kent Ward made some announcements including changes to Sessional Committees.

OPENING PROCEDURAL MOTIONS

The General Secretary reviewed the agenda.

The Moderator talked about the voting members' caucus, which will take place on Saturday morning. It is an opportunity for voting members, both elected and appointed, to gather on their own to talk in an informal setting. This will become a regular part of each meeting.

The General Secretary noted that editorial changes to the minutes were received from Dwaine Dornan prior to the meeting:

Executive of the General Council, October 31, 2003 – page 24, motion 2003-10-31-042, "Designated Lay Minister" third line, the fourth last word "person" should be deleted.

"Designated Lay Minister" means a lay member of the United Church ~~person~~ serving in paid...."

Motion: Jim Sinclair/Kent Ward**2004-04-23-108**

That the Executive of the General Council approve the following actions:

Corresponding Members

That the corresponding members of the Executive of the General Council for this meeting be Sharon Larade (Chief Archivist), Inez Penney (National Women's Organization), Lois O'Neill (The United Church Observer), Michael Bourgeois (Chair, Theology and Faith Committee), Debra Bowman (Chair, General Council Agenda and Planning), the General Council Ministers, the Conference Executive Secretaries, Speaker and those attending in their place, Lesley Anderson (Global Partner), and other persons attending the meeting as resource to the Executive.

Administrative Staff

That the administrative staff for this meeting be Robin Chen, Wendy Gichuru, Joan MacGillivray, and Isabela Simon and that the minute secretary for this meeting be Joan MacGillivray.

Reference and Counsel

That the following persons be the Reference and Counsel Committee for this meeting of the Executive of the General Council: Lynn Boothroyd, Jim Jackson and David Woodall.

Agenda

That the Executive of the General Council adopt, as circulated, the agenda for this meeting of the Executive of the General Council and that changes to the agenda, which may be necessary as the meeting evolves, be made on the recommendation of the Business Committee.

Approval of Executive of General Council Minutes

That the Executive of the General Council approve the minutes of the Executive of the General Council meeting held on October 30 – November 3, 2003, as corrected.

Receiving Sub-Executive of General Council Minutes

That the Executive of the General Council receive, for information, the minutes of the Sub-Executive of General Council meetings held on November 5, 2003, December 4, 2003, December 15, 2003, February 12, 2004, and April 7, 2004.

Carried

Correspondence

Motion: Jim Sinclair/Kent Ward

2004-04-23-109

That the Executive of the General Council approve the following actions related to the correspondence received:

FROM	DATE	REGARDING	SUGGESTED ACTION
1. Sudbury Presbytery, Manitou Conference CORR 1	January 19, 2004	To declare the Cairn in Sudbury a National Historic Site of the UCC	Recommend that this be referred to the Senior Leadership Team for action. Refer to Sessional Committee 1
2. The Official Board, Bissell Memorial United Church, Alberta and Northwest Conference CORR 2-3 Moderator's Response CORR 4	January 22, 2004 January 27, 2004	Action of General Council on Same Sex Marriages	Recommend that this be received for information. Please note Moderator's response dated January 27, 2004. Refer to Sessional Committee 1
3. Conference of Manitoba and Northwestern Ontario CORR 5-6	February 9, 2004	Scheduling of events during Conference annual meetings	With respect for the dilemma noted in the letter, recommend that GCE not change its policy re student participation in training events. Refer to Sessional Committee 1
4. Hamilton Conference CORR 7-8	February 9, 2004	Revenue generation strategies	Action requested will be addressed in presentation on strategic initiatives. Refer to Sessional Committee 1

Carried

Receiving Reports

Omnibus Motion: Jim Sinclair/Kent Ward

2004-04-23-110

That the Executive of the General Council receive the following reports:

- Moderator's Report (English and French), *DR 5-8*
- Moderator's Advisory Committee, *DR 4*
- WCC Executive Meeting in Geneva, February 17-20, 2004, *DR 1-3*
- Residential Schools Steering Committee, *DR 38-40*
- Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS), *MEPS 1-5*
- General Secretary and General Council Ministers, *DR 9-20*
- UCC Privacy Standards Policy, *DR 23-36*

- The Board of Trustees of The United Church of Canada Plan Report, *DR 41-43*
- Institutional Trustee and Trust Agreement for the Pension Plan of The UCC, *DR 44*
- A New Pension Plan Governing Body, *DR 46-56*
- Conference internal and/or cross boundary experiments, *DR-58*
- Interim Working Arrangement, *DR 61-65*
- Final Report of the GC Agenda and Planning Committee, 38th General Council, August 2003, Wolfville, Nova Scotia, *DR 67-71*
- Permanent Committee on Programs for Mission and Ministry (PC-PMM), *PMM 1-61*
- Permanent Committee on Finance (PC-FIN), *FIN 1-30*
- Permanent Committee on Governance, Planning and Budgeting Processes (GovCom), Survey Request Form and Checklist – Supplementary to Proposal 16, *GOVCOM 1-11, 16-22*

Carried**DECLARATIONS OF INTEREST**

The Moderator reviewed the procedure for declarations of interest and invited members to declare their interest at any time they felt appropriate. No declarations were expressed at this time.

PROPOSAL PROCESS

The General Secretary reviewed the proposal process which allows for discussion before the actual motion is made.

TABLE GROUP TIME

Table groups were invited to introduce and get to know one another.

CROSS CHURCH CHECK-UP

Vicki Obedkoff reviewed the process and the stories that the Executive shared about the church across the country. After reading the summary of shared stories, table groups reflected on the following questions:

1. What words and phrases stand out?
2. What excites you? Surprises you? Concerns you? What's missing?
3. What are the emerging patterns? Common themes? Meaning/significance?
4. Implications for our church and discernment about future directions?

Each table group appointed a spokesperson to begin the interview process with Royal Orr when the group moved to Berkeley Studio. Royal Orr dialogued with the panel and members of the Executive on stories about the presence of God and the Holy Spirit in the life of the church. Royal also asked the group to address trends and patterns and asked, as Spiritual Elders of the church, what is being carried from the story telling into the decision-making process of the Executive.

Carol Hancock said grace before lunch.

Marion Pardy, Past Moderator, assumed the chair for the Moderator's Accountability Report.

MODERATOR'S ACCOUNTABILITY REPORT (DR 5-8)

The Moderator shared a few experiences and thoughts with the Executive. He talked about the support he receives as he serves the church. One of his many supporters is Albert Baldeo, from Kelowna, B.C., who prays for the Moderator every day and sends him letters and drawings despite Albert's many challenges. The Moderator noted that there are many Albert's across the country, people whom he is very grateful for.

The Moderator talked about his role of communicating. One of the ways he communicates is through his written articles in *The United Church Observer*. He also receives many letters and tries to phone each person. The Moderator talked about his feeling of privilege to communicate with people across the church.

He noted that he is the Moderator of all the people of The United Church of Canada, not just for those who agree with the General Council. Even when people don't agree, they pray. They have taught him to pray for people, even those who don't agree.

The Moderator thanked the Moderator's Advisory Committee and others who are giving him support. In words of encouragement, the Moderator talked about the struggle for life as a gift from God which occurs everywhere and is part of who we are. As we struggle for the life of The United Church of Canada, remember that many of these struggles of life are miracle stories.

The Moderator asked the members to sing *How can I keep from singing* (My life flows on) (*Voices United* 716) then responded to questions and comments as follows:

What themes came from your trip to the Middle East?

The Moderator talked about the respect for both love and anger that holds everything in place. His most poignant learning was about Canada and the ability to see home in a different light. The ability to see our own history of colonial settlement in places where they don't belong. We've just been at it longer.

Appreciation for the Moderator and the team who went to Ottawa for the Beads of Hope was expressed including pride for the work of the Senior Leadership Team on behalf of the church.

Marion thanked the Moderator with appreciation and support for his ministry.

The Moderator resumed the chair.

SENIOR LEADERSHIP TEAM REPORT (DR 9-37)

The General Secretary presented the report of the General Secretary and General Council Ministers. He told a few stories to illustrate what has been happening in his life. He also talked about the Senior Leadership Team. A significant aspect of their work each Thursday morning is the prayerful recognition of the Executive and the constituency represented across the country along with moments of reflection. He noted the tender conversations heard across the church which lead to a deeper sense of faith. He reminded the Executive to take the time to remember what has given us strength and to lift up in celebration and cherish the names of people who have gone before, including Harold Bailey, a significant architect of the Division structure in the church, who died recently.

The General Secretary highlighted some items from the report that are affecting the church community including the impact of social policy and compliance issues on the mission of the church, particularly third party liability issues. An essential part of our gift to the larger community is the church's role as a strong public witness and what it means to be in a faithful community with a reminder of God's mission for the whole of creation.

The General Secretary also talked about responses from government. He was concerned about the tone of the response he received from the government regarding the invasion of Sanctuary in Quebec City. He noted that the United Church has been granted intervener status with the Supreme Court regarding the Equal Marriage matter. This is another step to encourage the government to recognize equal marriage, as directed by General Council 38 (2003).

The Executive was given an opportunity for questions and comments. The Moderator thanked the General Secretary and the General Council Ministers for their work.

PERMANENT COMMITTEE ON FINANCE (FIN 1 – 36)

Doug Einarson, Chair Permanent Committee on Finance, presented the report from the Permanent Committee on Finance with a PowerPoint presentation. He talked about the work before the Permanent Committee including the items referred from the October 2003 Executive, items previously before the Committee, the Reserves, Trust and Endowments, Morrison Bequest, and Triennium Budgeting. Currently the financial health of the church is good with a manageable deficit on operations.

Input to the Sessional Committee was encouraged through the response sheets on each table. After an opportunity for comments and questions the report was passed to Sessional Committee 1.

The Moderator welcomed Muriel Duncan (*The United Church Observer*) and David Fines (*Aujourd'hui Credo*) to the Press table and invited Jim Hodgson to introduce Rev. Dr. Lesley Anderson, our global guest from Jamaica, chair of the praesidium of the Caribbean Council of Churches. *Walk with Me* (*Voices United* 649) was sung in honour of Rev. Anderson.

PERMANENT COMMITTEE ON PROGRAMS FOR MISSION AND MINISTRY (PMM 1 – 69)

Diane Dwarka, Chair Permanent Committee on Programs for Mission and Ministry, presented the report of the Permanent Committee. She talked about the progress of the Committee understanding its role and how it functions. She noted the importance of further appointments to the Committee as soon as possible to bring it to full complement.

She highlighted the concern for stronger commitments for continuing education for ministry personnel. Since this is a responsibility of the Permanent Committee on Ministry and Employment Policies and Services, the two Permanent Committees will have time together at their next meeting for discussion and updates. She also noted the request for a special consultation with the Education for Church Leadership network for project funds; project funding is no longer required because resources are now available within the regular budgeting process.

Diane introduced several short presentations as follows:

Voices United Supplement

Juliet Huntly, Executive Minister, Resource Production and Distribution Unit, and Mark MacLean, Program Officer, Support to Local Ministries Unit, gave an overview and background of the proposal to develop and publish a Voices United Supplement for 2007.

Ministères en Français - UMIF

Pierre Goldberger, Executive Minister, UMIF, talked about the unit producing more resources, and its new animation position which will lead to the creation and sustaining of bilingual ministries across the country. He also talked about mutuality, sharing a complementary model in ministry, and rejoicing in all parts of the new structure.

What Does God Require of Us? The Stony Point Declaration

Jim Hodgson and Richard Chambers, Justice, Global and Ecumenical Relations Unit, presented a slide presentation and overview of the Consultation of Stony Point, New York in January 2004 on trade issues. The importance of endorsing the Just Trade document was highlighted.

Duty of Care Program

Bruce Gregersen, General Council Minister, Programs, gave an overview of the Duty of Care Program and the institutional ministries of the United Church that engage in support of the social structure of the country. A question was raised on the visitation to camps and it was noted that communication will take place with Presbyteries to ensure they are aware of their responsibilities.

LEAD 2004

Janet McDonald talked about LEAD 2004 and the work of Sharon Parks, Aug 15 – 18 in Banff. Travel subsidies are available in the Conferences.

After an opportunity for comments, questions, and filling out the response sheets, the report was passed on to Sessional Committee 3. The proposal on the Morrison Bequest was forwarded to Sessional Committee 1.

RESIDENTIAL SCHOOLS COMMITTEE (DR 61 – 66)

David MacDonald, Brian Thorpe, and Jamie Scott presented the report of the Residential Schools Steering Committee. David MacDonald talked about the critical need, as survivors age and their health deteriorates, to bring reconciliation and settlement as soon as possible. David also talked about Stan MacKay's contributions and what our response should be to the demolition of Norway House, one of our thirteen Residential Schools, in June.

Brian Thorpe talked about the Hazelton apology and the humbling experience of going to each community over a 3-day period, along with members of government, to personally invite each chief to the feast. He also talked about the expedited settlement process at Morley and the partnership between staff and volunteers representing the church.

Jamie Scott gave the history and context of the interim working arrangement that was a result of the Blackwater case. He talked about the importance that the former students are assured they will receive 100% of the settlement.

Time was taken in table groups for discussion. Questions and comments from table groups included:

How is the Steering Committee advocating changes to the system in discussion with government over the dispute resolution process?

The experience in Morley has suggested ways to enhance and humanize the process and there is a list of suggestions that are being discussed with the government. Work is also being done together with the Assembly of First Nations to implement a major review of the dispute resolution process.

There was a question about whether other religions will contribute to the proposed \$5 million minimum per annum when they already have an agreement with the government?

This amount was approved in consultation with the other religions and will not change their agreements since money redirected into healing work will be credited to the original agreement.

The Moderator thanked Jamie, David, and Brian for their report and work.

ANNOUNCEMENTS

Kent Ward, chair of the Business Committee, made announcements followed by a sung grace before dinner.

STRATEGIC DIRECTIONS

The hymn *One More Step Along the World I Go* (*Voices United* 639) was sung as an introduction to the strategic directions presented by the Senior Leadership Team.

The team gave an overview of the document which is an emerging piece of work. The vision, values, context, challenges, and opportunities were presented with their relationship to the four directions from the Future Directions Report. The identified five strategic initiatives are:

- Strengthen church courts to faithfully and effectively share Christ's Ministry
- Allocate sufficient resources to equip the ministry leadership required for the 21st century
- Strengthen the funding base for the work of our Church
- Communicate a United Church identity
- Build towards racial justice and diversity in all aspects of the church

The Senior Leadership Team asked "are we on the right track?" The task is to seek wisdom and guidance in order for the Team to continue work to the next steps. With additional work and details, a financial plan, budget, and strategic plan will be presented to the GCE in November 2004 for approval.

It was noted that the mission is not ours but God's mission. By naming ourselves as participants in God's mission, we name the challenge to carry out God's work and to be about justice, peace, love, and healing of all of creation. In the stories heard earlier in the day, the Good News was most evident where people struggled the most. We are joining God's mission by building on what already exists and complementing faithful and effective work in progress.

In table groups, members were invited to talk about what they heard and saw throughout the day, to look at "how is God calling us to be new?" Table group time concluded with singing *One More Step Along the World I Go*.

THEOLOGICAL REFLECTION

Michael Bourgeois led theological reflection by talking about healing as a thread that ran throughout the day beginning with the stories heard in the morning. He invited table groups to reflect on what needs healing personally, in communities and in the world, and how the healing has and can happen.

Michael concluded with an invitation to sing our theology with *For the Healing of the Nations (Voices United 678)*.

The Moderator adjourned the meeting for the day with a prayer and sung benediction.

SATURDAY, APRIL 24, 2004

After a time for music, the Moderator welcomed Stephane Vermette, a member of the Executive representing the Francophone community, and led in prayer and meditation on love and prayer followed by table group time.

ANNOUNCEMENTS

Kent Ward made announcements and asked that all items of new business be given to the Business Table. He also talked about the Voters Members caucus taking place later in the day.

STRATEGIC DIRECTIONS

The Senior Leadership Team reviewed the processes from yesterday including the five initiatives.

The Senior Leadership Team briefly discussed the first two strategic initiatives.

1. Strengthen church courts to faithfully and effectively share Christ's Ministry.
The question was asked "How can we best strengthen the courts?" Which work is best done where, when, and by whom? It was noted that the Senior Leadership Team has heard, from many places, that this is an area that we need to be working on.
2. Allocate sufficient resources to equip the ministry leadership required for the 21st century.
It was noted that a number of decisions have already been made with work beginning on the Isolation in Ministry Task Group and the Compensation Models Study for Ministry Personnel.

The remaining three strategic initiatives were presented:

3. Strengthen the funding base for the work of our church
PowerPoint presentations illustrated the funding of the work of the church from a congregational perspective and from a denominational perspective including SupraGifts, Planned Gifts, Appeals, the Foundation, and the Mission and Service Fund. It was noted that the Revenue Generation program may have helped to halt the decline in the Mission and Service Fund but has had limited success in increasing contributions. New and creative ways to fund the work of the church are needed.

Proposed actions were given only to outline goals and initiatives. When talking about the work of the whole church, it is necessary to review and revisit the allocation responsibilities between the General Council Office and the regions including grants, staff, and program capacity. Diversified funding sources are needed to ensure ongoing capacity and resources for the life and work of our church including exploring alternatives to the unified budget and funding.

4. Communicate a United Church identity.

Information was presented on the importance of telling our story beyond ourselves as a tool for congregational transformation, including assistance to congregations to promote who and where we are with assistance to become welcoming communities.

The goal of a media campaign would be to raise awareness and recognition of the values and beliefs of the United Church, to invite newcomers to discover a United Church congregation and to renew a positive identity and enthusiasm for God's mission among United Church people.

This initiative was addressed at General Council 36 (1997) in the document *Seeking Transformation* and was also heard in stories yesterday. Clips from a United Methodist Church initiative in the United States were viewed for information. The next step would be a basic feasibility study with further details to the November 2004 Executive.

5. Build Towards Racial Justice and Diversity in all aspects of the church.

Stories identified examples of systemic racism that are entrenched in our institutions in the form of policies and practices. The challenge is to move beyond this to look at the system and affirm what is good, as well as to point out areas of systemic racism. Racial Justice Diversity is a major ongoing commitment named at General Council 37 (2000).

It was noted that this is the beginning, to focus and intentionally move forward from the eight foundational documents. This is an opportunity to give feedback on things that excite, concern, and need strengthening. An opportunity for questions and comments was given.

The meeting adjourned for the Voting Members Caucus in the Chapel. The Moderator invited Rev. Anderson to join the voting members.

The meeting reconvened for worship. Mark MacLean made some announcements about music resources on the web and the Worship Matters Symposium.

WORSHIP

The music team led Worship. Reflection was offered by Diane Dwarka who talked about the schools, colleges and churches built in Trinidad with Mission and Service dollars and also about her congregation in Winnipeg. Doug Goodwin reflected on God's judgement and the gifts from God. Ann-Marie Carmoy reflected on the concept of home, what is home, and sanctuary.

Kent Ward said grace before lunch.

After lunch, the music team led singing with *Christ Be Our Light!* After the singing, Mark MacLean reminded the Court that the language in some music can be difficult for some to hear. One example is "darkness" which can have different meanings. Language often precedes thought and the language is something we are hoping to work through and overcome with diversity welcomed by all.

ANNOUNCEMENTS

Kent Ward made a few announcements including agenda changes.

PERMANENT COMMITTEE ON MINISTRY AND EMPLOYMENT POLICIES AND SERVICES REPORT (MEPS 1 – 10)

Jim Blanchard, Chair Permanent Committee on Ministry and Employment Policies and Services, presented the report of the Permanent Committee including a recommendation on Designated Lay Ministry. He noted that all tasks are now in progress including the Compensation Model Project with the assistance of Jim King and the Isolation in Ministry Steering Group with the assistance of Joe Ramsey. The Permanent Committee is looking forward to the nomination of 2 additional members and still needs 3 more people whom they hope will reflect the diversity of the church.

The Position Audit of all the positions in Church House is almost complete. The Permanent Committee has also set up a task group to review the positions of the Moderator and the General Secretary. This task group will make recommendations to the Sub-Executive.

During the implementation of the Sexual Abuse policy, a problem arose during the training for volunteer investigators. An external person will review the policy and give a response as will the chairs of the Conference Committees. This is a critical policy that needs to be workable.

The salary adjustments and kilometre rates for 2005 were established by the Permanent Committee according to the policy (MEPS 5).

Jim Blanchard expressed appreciation for the staff who work with the Permanent Committee and to all the staff in Church House. He also thanked the members of the Permanent Committee for their work.

After an opportunity for comments, questions, and filling out the response sheets, the report was referred to Sessional Committee 2.

PERMANENT COMMITTEE ON GOVERNANCE, PLANNING AND BUDGETING PROCESSES (GOVCOM 1 – 22)

Jennifer Llewellyn, Chair Permanent Committee on Governance, Planning and Budgeting Processes, expressed gratitude to the Permanent Committee for their support and work. She highlighted the items for action and noted the addition to Proposal 14.

Jennifer also asked that concerns about the role of the Sub-Executive be forwarded to her or Vicki Obedkoff, either in writing or by email to inform the work of the next GovCom meeting. The Delegated Authority piece will also be on the agenda for the next meeting.

After an opportunity for comments, questions, and filling out the response sheets, the report was referred to Sessional Committee 3.

NOMINATIONS REPORT

After the singing of *Spirit of Life* (*Voices United* 381), Marion Pardy highlighted the Nominations Committee report. She talked about the mandate and the guiding principles of the Committee: to seek God's wisdom, to be open and listen to the Spirit.

Janet McDonald reviewed the process of the Nominating Committee. In the discerning process, the Committee had 21 people available for 23 vacancies for appointed positions. There were 11 matches with 10 vacancies remaining. Elected members are asked to serve in a variety of places with 26 people having the potential to fill 34 positions. There are currently 14 vacancies with 10 recommendations coming forward.

The Moderator thanked Marion for her work as a precious part of our life.

After an opportunity for comments, questions, and filling out response sheets, the report was referred to Sessional Committee 2.

PENSION TRUSTEES PRESENTATION (DR 41 – 43)

Charlie Black, chair of Pension Board of Trustees, reviewed the history of the pension plan including changes related to restructuring. He noted the change in focus with the Executive of the General Council as administrators of the Pension Plan. He reviewed the proposed recommendations and the implications for the Executive. The recommendation proposed is for a Pension Board with responsibilities for plan design, investments, funding, and administration. The Executive would continue in its role of oversight of the plan activities and the Pension Board including approval of principles and beliefs, and appoint all members to the Pension Board.

After an opportunity for comments, questions, and filling out response sheets, the report was referred to Sessional Committee 1.

Motion: Jim Sinclair/Ken Ward

2004-04-23-111

That the court move in camera for this segment of the Pension Board Report.

That the following be named as corresponding members: Charles Black, Michael Burke, Peter Tebbutt, Ian Fraser, Ron Olsen, Bob James, and Joan MacGillivray as the recording secretary.

Carried

Motion: Jim Sinclair/Ken Ward

2004-04-23-112

To move out of camera.

Carried

SESSIONAL COMMITTEES

The court moved into three Sessional Committees to consider the pieces of business referred to them.

Sessional Committee 1

1. Permanent Committee on Finance Report – Proposal 8, 9, 10, 11, 12, 13 (*FIN 1-36*)
2. Permanent Committee on Programs for Mission and Ministry Report (Portion on Morrison Bequest) - Proposal 7 (*PMM 5, 69*)
3. Correspondence (*CORR 1-8*)
4. Institutional Trustee and Trust Agreement for the Pension Plan of The United Church of Canada, Proposal 21 (*DR 44-45*)
5. A New Pension Plan Governing Body, Proposal 22 (*REPLACEMENT DR 46, DR 47-56, REPLACEMENT DR 57*)

Sessional Committee 2

1. Senior Leadership Team Report – Proposals 18, 19 (*DR 9-22*)
2. The United Church of Canada Privacy Standards Policy – Proposal 20 (*DR 23-37*)
3. Authorization to Sell Locally Owned Property – Proposal 24 (*DR 60*)
4. Interim Working Arrangement, Proposal 25 (*DR 61-66*)
5. Executive of the General Council Nominations Committee Report, Proposal 27 (*DR 72-74*)
6. Conference internal and/or cross boundary experiments, Proposal 23 (*DR 58-59*)
7. Implementation of Designated Lay Ministry Report – Proposal 26 (*MEPS 6-10*)

Sessional Committee 3

1. Permanent Committee on Programs for Mission and Ministry Report – Proposals 1, 2, 3, 4, 5, 6 (*PMM 1-65, REPLACEMENT PMM 66, PMM 67-69*)
2. Permanent Committee on Governance, Planning and Budgeting Processes Report – Proposals 14, 15, 16, 17 (*GovCom 1-15*)

SUNDAY, APRIL 25, 2004

WORSHIP

A service of Covenant and Communion was led by the General Secretary with reflection by the Moderator. Covenantal relationships were entered into with the Executive of the General Council: Debra Bowman, chair of the General Council Agenda and Planning Committee; Doug Goodwin and Will Kunder, Conference Executive Secretaries; and Kent Ward, chair, General Council Executive Business Committee.

SESSIONAL COMMITTEES MEET

The Sessional Committees resumed their work.

VOTING MEMBERS CAUCUS

The Voting Members met in caucus.

After singing, the Moderator continued the plenary session with prayer. He welcomed Debra Bowman to this meeting and Will Kunder to his first Executive meeting. He also thanked Inez Penney at this, her last meeting.

STRATEGIC DIRECTION

The Moderator asked the court to deal with the content of the five strategic initiatives and to consider whether these are the areas we need to focus the energy, resources, and wisdom of the General Council for the next years. The content was discussed in table groups.

Suggestions and comments were offered to the plenary and the Moderator thanked all for the contributions made.

WORLD COUNCIL OF CHURCHES REPORT (DR 1 – 3)

Marion Best thanked the church for the opportunity to participate in the Hazelton feast and to apologize on behalf of the United Church. She talked about the feeling of hope that was a result of the feast and thanked Jim Angus, Charlotte Sullivan, and Brian Thorpe for their work and participation.

Marion Best returned from Geneva yesterday and gave an update. Rev. Dr Samuel Kobia, the general secretary of the World Council of Churches, will be visiting Canada in the fall and people are encouraged to attend one of the events. She also reported on the WCC event in Brazil in February 2006 and the opportunity for Canadians to attend as stewards or visitors.

She also talked about the critical point at which the World Council of Churches now finds itself. There are many other ecumenical organizations and agencies now doing the work that was once done by the WCC. She asked that we keep the World Council of Churches in our prayers.

IN MEMORIAM GIFTS

Let us gratefully acknowledge the following members of our Church family who have left bequest gifts, annuity residues and insurance proceeds to The United Church of Canada from September 2003 – April 2004.

Mission and Service

Beatrice Alexander
Thelma Armstrong
Maude Edith Bartlett
Virginia Black
Fern Bradley
A.W. Morely,
Campbell
Margaret Donnell
Ruth Ann Flood
Russell Grafton
Gertha Graham
Ella Hosack
Roy Jamieson
Margaret MacDonald
James McBain
Mary Neilson
I. Norman
Ruth Nahrgang
Jessie Patterson
Elizabeth Robinson
Emma Sherkenek
Helen Smith
Isabel Speers

Gladys Jean Spence

Gertrude Tackaberry
L.M. Treble
Verna Vilneff
Donald Waddell
Beverly Wiebe
United Church of Canada
Mabel Argue
Morag Bell
John Campbell
Ewen Carruthers
Ernest Lloyd Cooke
Kathleen Dyson
Louisa Greenaway
Henry Eric Hobbs
Floyd Howlett
Mary Huff
Mabel Irwin
Hope Jackson
Mary Killam
Mae Kopas
Madeline Law
Maida Lent
Isobel Mason

Edith MacKay

Evelyn J. McKen
McGrigor A. Miller
Harvey Newman
John Noble
Dorothy Purdy
Dorothy Reid
Frederick Robbins
Viola Rutherford
Ana Sandham
Evelyn Shaw
John Smith
David Westwood
Edith Wilkinson
Pension Fund – Reserve
Irene Elizabeth Beilly
James Buck
Muriel Burchell
Gordon N. Edwards
E. Gilmour
Joyce Hemlow
Margaret McLean
Gwen Overholt
Ella Rondeau

Pension Fund – Reserve (cont)

Donald Reid
 Anne Thomson
Good Samaritan Fund
 Iris Maureen Glenny

World Development and Relief

Louisa Greenaway
 Florence Janick
 William McCleary
 George Oldring
 Beatrice Russell

Berkeley Studios

Mary Ruth Dakin
Special Gift
 Elaine Fletcher

ANNOUNCEMENTS

Friend of the Court, Bob Campbell made a community announcement and Inez Penny led grace before dinner.

SESSIONAL COMMITTEE 3 REPORT

Michelle Slater (chair) and Mary-Beth Moriarity (recorder) reported on the work of Sessional Committee 3. Don Koots declared an interest in Proposal 4.

Omnibus Motion A

Survey and Research Policy for The United Church of Canada (GOVCOM-14)

Appointment of a permanent Sub-Executive for the Triennium (GOVCOM-15)

Granting of Testamur (Replacement PMM-66)

Motion: Michelle Slater/Mary-Beth Moriarity

2004-04-23-113

That the Executive of the General Council establish as policy that all research and/or survey proposals, initiated by the General Council/the Executive of the General Council/the General Council Office/and its various committees, units, staff, and elected/appointed members, be sent to a sub-group of the Survey and Research Capacity Working Group and vetted for compliance with generally accepted research methodologies before being distributed or used in the wider church.

That the Executive of the General Council appoint the current interim Sub-Executive as its permanent Sub-Executive for the triennium 2003 to 2006.

That the Executive of the General Council grant Testamur to the following candidates of the In Community Program for Ordination (ICPO) at the University of Winnipeg:

Alexander Renton Amell
 Ian Bruce Hunter
 Cynthia Dianne Randall Laing
 Charles Reginald Graydon Ross
 Geoffrey Simmins
 Jenni Lee Spice
 Noreen Evelyn St. Jean
 Stephen Guy Wilson

Carried

Omnibus Motion B

Delegation of Authority - Appointments to World Ecumenical, Interfaith and other bodies (PMM-63)

Delegated Authority - Duty of Care Program (PMM-65)

Delegated Authority - Internships (PMM-67)

Motion: Michelle Slater/Mary-Beth Moriarity

2004-04-23-114

That the Executive of the General Council refer Proposal 2 (PMM 63) (Appendix A) to the Permanent Committee on Governance, Planning and Budgeting Processes for its continued work regarding 'Delegated Authority' and ask that it develop a policy and report to the November 2004 meeting of the Executive of the General Council.

That the Executive of the General Council refer Proposal 3 (PMM 65) (Appendix B) to the Permanent Committee on Governance, Planning and Budgeting Processes, for its continued work regarding 'Delegated Authority' and ask that it develop a policy and report to the November 2004 meeting of the Executive of the General Council.

That the Executive of the General Council refer Proposal 5 (PMM 67) (Appendix C) to the Permanent Committee on Governance, Planning and Budgeting Processes, for its continued work regarding 'Delegated Authority' and ask that it develop a policy and report to the November 2004 meeting of the Executive of the General Council.

Carried

Elected and Appointed Members of The United Church of Canada: Guiding Principles, Practices and Processes (GOVCOM 12)

Motion: Michelle Slater/Mary-Beth Morarity

2004-04-23-115

That the Executive of the General Council adopt the Working Document on Elected and Appointed Members of The United Church of Canada: Guiding Principles, Practices and Processes as outlined in Appendix D of its report and request that the Senior Leadership Team implement it immediately, with the following addition.

"and that the "Guiding Principles, Practices and Processes" be used for all committees or task groups (not only governance level committees/task groups) unless a case is made by the appropriate Executive Minister to the Senior Leadership Team through the appropriate General Council Minister that the process not be employed on the grounds of time, scope and/or expertise of the committee or task group. In any event, even if this process is not used, the selection process should accord with the principles of the nomination process."

Carried

Mandates for the General Council Agenda and Planning Committee and the Executive of the General Council Agenda Planning and Business Committee (GOVCOM 13)

Motion: Michelle Slater/Mary-Beth Morarity

2004-04-23-116

That the Executive of the General Council adopt the mandates for the General Council Agenda and Planning Committee and the Executive of the General Council Agenda Planning and Business Committee as outlined in Appendix E (GOVCOM 10) of its report, and that the following addition be made to Appendix E:

Membership: (12 Elected/Appointed Members, 3 Staff Members)

- GCE Business Table Chair (appointed) **or if unable to serve, one member of the previous General Council Agenda and Planning Committee**

Carried

A Proposal to Develop and Publish a Supplement to Voices United (PMM 62)

Motion: Michelle Slater/Mary-Beth Morarity

2004-04-23-117

That the Executive of the General Council approve the document "A Proposal to Develop and Publish a Supplement to Voices United" (PMM 62) (Appendix F).

Carried

The Stony Point declaration for Just Trade in the Service of an Economy of Life (PMM 68)

In discussion, it was requested that this document be distributed to congregations, presbyteries, and Conferences.

Motion: Michelle Slater/Mary-Beth Morarity

2004-04-23-118

That the Executive of the General Council formally endorses the document "What Does God Require of Us? A Declaration for Just Trade in the Service of An Economy of Life". (Appendix G)

Carried

Don Koots gave thanks in prayer for Sessional Committee 3 and their work.

SESSIONAL COMMITTEE 1 REPORT

Susan Tough (chair) and Brian Cornelius (recorder) reported on the work of Sessional Committee 1.

Institutional Trustee and Trust Agreement for the Pension Plan of The United Church of Canada (DR 44-45)

Motion: Susan Tough/Kent Ward

2004-04-23-119

That the Executive of the General Council, effective April 26, 2004:

1. Accept the resignation of the Board of Trustees;
2. Terminate the Trust Agreement dated April 27, 2002;
3. Appoint Royal Trust as institutional trustee for the assets of the Trust Fund, in addition to its role as custodian;
4. Direct the Pension Board to negotiate the terms of the Trust Agreement with Royal Trust; and
5. Authorize and direct the proper officers of The United Church of Canada to execute the Trust agreement with Royal Trust.

Carried

A New Pension Plan Governing Body (replacement DR 46, DR 47-56, replacement DR 57)

Motion: Susan Tough/Kent Ward

2004-04-23-120

That the Executive of the General Council, effective April 26, 2004, create the Pension Board (the "Board"), subject to the following conditions:

1. The Board's duties and responsibilities shall be as described in its Terms of Reference (Appendix H), subject to certain modifications involving the addition of two designated staff resources as non-voting members to the Pension Board.
2. The initial specialist members of the Board shall be:
 - (a) Paul Batho;
 - (b) Charles Black;
 - (c) Gordon Hall;
 - (d) Nancy Key; and
 - (e) William Tynkaluk.
3. The initial Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS) representative shall be Robert James.
4. The initial Chair of the Board shall be Charles Black.
5. The two designated staff members shall be the Executive Minister, Ministry and Employment Policies and Services and the Executive Officer, Financial Services or their designates.
6. Voting members of the Board shall serve such terms as are described in the Board's Terms of Reference while the designated staff resources will serve for as long as they are employed in the designated positions.
7. Notwithstanding the requirement in the Board's Terms of Reference that there be a minimum of nine voting Board members, the Board will be deemed to be fully constituted during an interim period (not to exceed one year from the passing of this resolution) if there are at least 6 voting members.
8. The Church shall indemnify the Board members against all claims arising from the performance of their duties as members of the Board, except for claims arising from acts of misconduct, fraud or lack of good faith.

Carried

Permanent Committee on Finance Report (FIN 1-36)

Triennium Budgeting (FIN 35)

Motion: Susan Tough/Kent Ward

2004-04-23-121

That the Executive of the General Council adopt the following interim budgeting process:

1. A one-year plan be developed for 2005 with a two-year following forecast and that the one-year plan should balance revenues and expenditures, but the forecasts need not be balanced.
2. The three-year plan becomes a rolling forecast each year and the forecast be receptive to changes in strategies.
3. The Units prepare a program evaluation in order to develop a plan for the next three years with cost estimates and consideration being given to increasing funding to some programs while reducing funding to others.
4. Conferences be advised by May 1 of their estimated grants for the following year, subject to final approval by the Executive of the General Council at its fall meeting.

5. A budget forum will be constituted in June, similar to the budget group of the prior year to review the work of the Units and make recommendations to the budget plan to be forwarded to the Permanent Committee on Finance for its fall meeting.
6. The Permanent Committee on Finance will review the budget at its fall meeting and forward it to the Executive of the General Council with recommendations.

and that this interim budget process continue until a strategic planning process is in place.

Carried

Necessity for Continuing Freeze of UCC Reserve (FIN 31)

Motion: Susan Tough/Kent Ward

2004-04-23-122

That the Executive of the General Council refer to the Permanent Committee on Finance the administration policies as outlined in Appendix I (Appendix A of the report FIN 31) for further editorial work to return to the November 2004 meeting of the Executive of the General Council.

Carried

Discussion on the terminology of the “freeze” took place. There was a concern that a change in terminology would bring Appendix I (Appendix A of the report FIN 31) into effect which is not adequate or appropriate at this time.

Motion: Susan Tough/Kent Ward

2004-04-23-123

That the GCE maintain the freeze on the UCC Reserve Fund for the general support of existing programs, but fund the following:

- a. Current commitment to the Residential School Fund for \$1,000,000 annually;
- b. Current commitment to the Project Fund of the Executive of the General Council up to \$150,000 annually;
- c. Current commitment to employee future benefits estimated at less than \$150,000 annually;
- d. Current commitment to the Compensation Model Project through 2006 at \$150,000 annually; and

That the Executive of General Council approve that The United Church of Canada Reserve be available to support strategic initiatives and these initiatives be subject to the “interim budgeting process” or the action of the Executive of the General Council.

Carried

Mission and Service Operating Fund (FIN 32)

Motion: Susan Tough/Kent Ward

2004-04-23-124

That the Executive of the General Council approve the administration policies for the Mission and Service Operating Fund as outlined in Appendix J.

Carried

Statement of Investment Policies and Guidelines (FIN -36)

Motion: Susan Tough/Kent Ward

2004-04-23-125

That the Executive of the General Council adopt the Statement of Policies and Guidelines as outlined in Appendix K, with the deletion of both examples that specifically name Burma.

Carried

Audit Review Engagements (FIN 34)

Motion: Susan Tough/Kent Ward

2004-04-23-126

That the Executive of the General Council amend Section 167 of The Manual so that the words “**or subject to review engagement**” be inserted following the words “duly audited”.

Carried

The Morrison Bequest (FIN 33)

Motion: Susan Tough/Kent Ward

2004-04-23-127

That the Executive of the General Council adopt the following policy for the administration of the Morrison Bequest:

1. All previously approved contributions from the fund end at December 31, 2004.

2. Effective January 1, 2005, income earned by the fund in the previous year, would be made available to the Trusts and Endowment pool for distribution according to the criteria developed by the Morrison Reference Committee.
3. The financial terms for distribution would follow the guidelines established in the staff report on use and oversight (Appendix L) of the Church's trust and endowment funds as modified by the Permanent Committee on Finance (Report of the Permanent Committee on Finance) and with further work done by the Working Group on Trusts and Endowments.
4. The principal of the Morrison Bequest could be accessed by application from any area of the church. The application would be project oriented and include outcomes and an evaluation methodology. All applications would be reviewed by the Permanent Committee on Finance to ensure consistency with the terms of the Morrison Bequest, assess the financial impact and then the application would be forwarded to the Executive of the General Council with financial recommendations only. The Executive of the General Council would then make its own decision as to the merits of the proposal.

And, that the Morrison Reference Committee be disbanded as the processes outlined would render it redundant and that the Morrison Reference Committee be thanked for its diligent work.

Carried

Authorization for Grants from the Morrison Bequest PMM 69

The Executive of the General Council took no action on Proposal #7 (PMM – 69). (Appendix M)

Correspondence #1 – Sudbury Presbytery, Manitou Conference (CORR – 1)

Motion: Susan Tough/Kent Ward

2004-04-23-128

That the Executive of the General Council receive the correspondence from Sudbury Presbytery on declaring the Cairn in Sudbury a National Historic Site commemorating The United Church of Canada's Apology to the Native People in 1986 and refer this item to the General Secretary for action with the Executive's commendation and support for the request.

Carried

THEOLOGICAL REFLECTION

The Moderator welcomed the Rev. Dr. Lesley Anderson, our global guest, to lead theological reflection. Rev. Anderson brought greetings in the name of the Lord Jesus Christ to the Executive of the General Council and thanked everyone for the warm welcome. Rev. Anderson talked about "from death to life" and reflected on Ezekiel 36 and 37.

A hymn and benediction adjourned the meeting until Monday morning.

MONDAY, APRIL 26, 2004

WORSHIP

The music team led worship with thanks to the world and "its infinite varieties of peoples".

ANNOUNCEMENT

Kent Ward reminded members of the Executive to fill out the evaluation forms and asked member to consider assistance with leadership roles at the Executive, as able.

Inez Penny and Fannie Hudson shared some insights on their incredible and emotional trip to Zambia as part of the educational trip of the National United Church Women. They concluded by asking everyone to join them in *The Servant Song (Voices United 595)*.

The Moderator thanked Inez and Fannie for the witness they shared, followed by prayer and a time in silence.

Correspondence #2 – The Official Board, Bissell Memorial United Church, Alberta and Northwest Conference (CORR 2-3)**Motion: Susan Tough/Kent Ward****2004-04-23-129**

That the Executive of the General Council receive the correspondence of the Official Board, Bissell Memorial United Church on the action of General Council on same sex marriages, for information, and request that the General Secretary respond, indicating that the Executive of the General Council reviewed this correspondence, and note that the Official Board, Bissell Memorial United Church may want to be in contact with Presbytery and Conference on the petition process for the proposal they offer – a proposal that would require a change in the Basis of Union.

Carried**Correspondence #3 – Conference of Manitoba and Northwestern Ontario (CORR 5-6)****Motion: Susan Tough/Kent Ward****2004-04-23-130**

That the Executive of the General Council not change its policy regarding student participation in Lay Pastoral Ministry training events, and that the Executive of General Council request the General Secretary to write to all General Council units and committees, reminding them of the importance to take into consideration Conference Annual Meetings when scheduling meetings, events, and gatherings.

Carried

Discussion took place on the merits of granting an exemption for a person in the Lay Pastoral Ministry training program. Staff gave input including the requirement in *The Manual* (733a) for the Unit's guidelines.

Motion: Susan Tough/Kent Ward**2004-04-23-131**

That the Executive of the General Council refer Proposal b to the Business Committee:

That the Executive of the General Council not waive the policy regarding student participation in Lay Pastoral Ministry Training events for 2004 and 2005, but that the Executive of General Council request the General Secretary to write to the Lay Pastoral Ministry in Training (LPMIT) Planning Team asking that they take into consideration Conference Annual Meetings when determining their training dates.

Carried**ANNOUNCEMENT**

Friend in Council, Bob Campbell, shared a pastoral concern from Assiniboine Presbytery, Brandon Hills United Church burned to the ground on Saturday night. Virginia Coleman will be visiting the congregation and will convey the prayers and solidarity of the Moderator and the Executive.

STRATEGIC FRAMEWORK

The Moderator gave an update on the questions and concerns that have been raised about the strategic planning process including budget implications, consultation processes, and timeline for discernment and implementation.

The General Secretary noted the concerns with the process as the Senior Leadership Team asked for wisdom and guidance from the Executive. He noted that as we move into a new time, difficulties are inevitable. By acknowledging and resolving the struggle, everyone is able to move to a better place as we all work together.

The chair of the Permanent Committee on Governance, Planning and Budgeting Processes (GovCom) thanked the Senior Leadership Team for their preparatory work. The Strategic Planning document gives an opportunity to look at how we can equip ourselves to participate in a strategic planning process.

At 11 a.m., Bob Campbell, Friend in Council, reminded the Court of the gathering in Pembroke, Ontario to celebrate the life of Harold Bailey, former head of The Board of Home Missions and The Division of Mission in Canada. He reminded everyone to hold the celebrants in their hearts as they celebrate the treasures we have all received through Harold Bailey's life.

After table group time, responses were received and heard. The Senior Leadership Team and members of the GovCom, who were present, met over lunch to talk about next steps.

SESSIONAL COMMITTEE 2 REPORT

Martha ter Kuile (chair) and Jim Blanchard (recorder) reported on the work of Sessional Committee 2. Martha thanked all the members of the Sessional Committee for their work.

Interim Working Arrangement – Residential Schools Steering Committee (DR 61)

Motion: Martha ter Kuile/Jim Blanchard

2004-04-23-132

That the Executive of the General Council:

1. Affirm the direction taken by the Residential Schools Steering Committee in working toward an interim working arrangement with the Government of Canada pending the decision of the Supreme Court of Canada in the Blackwater case.
2. Approve in principle the development, with the Government of Canada, of an interim working arrangement, which has as its priority a broad healing agenda and a response on the part of the church which addresses not only harm done to individuals but also harm done to families, communities, cultures and nations.
3. Authorize the Sub-Executive to make decisions with respect to the elements of any interim working arrangement with the Government of Canada which are in accord with the Six Principles from "Building Toward Right Relations" adopted by this Executive in November, 2003.

Carried

Implementation of Designated Lay Ministry (MEPS 10)

Motion: Martha ter Kuile/Jim Blanchard

2004-04-23-133

That the General Council publish ***The Manual 2004*** without the new sections on Designated Lay Ministry, and to delay implementation of the Designated Lay Ministry program until after the 39th General Council, and until the effective date of implementation, the provisions of ***The Manual 2001*** regarding Lay Pastoral Ministers and Staff Associates and Youth Ministers and Lay-Pastoral-Ministers-in-Training remain in effect.

Carried

Omnibus Motion – Proposals 18, 19 and 24

General Council Officer, Personnel Minister (DR 21)

Apology to Deaconesses and Women Clergy (DR 22)

Authorization to Sell Locally Owned Property (DR 60)

Motion: Martha ter Kuile/Jim Blanchard

2004-04-23-134

That the Executive of General Council discontinue the temporary role of Personnel Minister, with continuing appreciation for the work of John Burton during his time of service.

That the Executive of the General Council refer, to the Senior Leadership Team, the matter of the apology to the deaconesses and women clergy regarding denial by the church of the right to practise ministry if they married with a recommendation for an action to be brought to the November 2004 meeting of the Executive of the General Council.

That the Executive of the General Council grant consent to the property sale of the (former) Wesley United Church Property, 1315 – 7 Street West, Calgary, Alberta, Plan A1, Block 92, Lots 21 to 25 inclusive, as proposed in the material provided.

Carried

Receiving the Report of the GCE Nominations Committee

Motion: Martha ter Kuile/Jim Blanchard

2004-04-23-135

That the Executive of the General Council receive the Report of the GCE Nominations Committee.

Carried

Appointments to Committees, Task Groups and Delegations (DR 74)

Discussion about the importance of delegates to the World Council of Churches representing the diversity of our church took place. The necessity to actively recruit was also discussed including ensuring that the recruitment process is as accessible and transparent as possible.

Motion: Martha ter Kuile/Jim Blanchard**2004-04-23-136**

That the Executive of the General Council make the following appointments:

Audit Committee

Stewart Hudson, Lay, Maritime, (2007)

Task Group on Discipline of Ministry Personnel

Bill Rodgers, Lay, Manitou, (39th General Council)

Annette Hoare, Lay, Maritime, (39th General Council)

Sharon Willis-Whitwell, Ordained, London, (39th General Council)

Education for Church Leadership Coordinating Committee

Pamela Bowman, Lay, Maritime (2007)

Stephen Fetter, Ordained, Toronto (2007)

Sharlene McGowan, Lay, Saskatchewan (2007)

Ministry Vocations Committee

Brett Anningson, Ordained, Maritime (2007)

Pix Butt, Candidate, Maritime (2007)

Margot Roach, Lay, Maritime (2007)

Linda Westcott, Lay, Saskatchewan (2007)

Permanent Committee on Finance (Elected Members) (39th General Council)

Jim Balfour, Ordained, Saskatchewan,

Permanent Committee on Ministry Employment Policy and Services (Elected Members) (39th General Council)

Dwaine Dornan, Lay, Saskatchewan

Kathy Suteau, Lay, Alberta and NW

Permanent Committee on Governance, Planning and Budgeting Processes (Elected Members) (39th General Council)

Cindy Desilets, Ordained, Manitou

Jim Jackson, Lay, Manitoba & NWO

Stephen Mabee, Ordained, Toronto

Michelle Slater, Ordained, British Columbia

Walter Sowa, Lay, Hamilton

Martha ter Kuile, Ordained, Montreal & Ottawa

Permanent Committee on Programs for Mission and Ministry (Elected Members) (39th General Council)

Dorothy Hemingway, Lay, Manitou

GCE Agenda Planning and Business Committee (39th General Council)

(Pending approval of mandate)

Debra Bowman, Ordained, British Columbia

Paul Reed, Ordained, Bay of Quinte, Parliamentarian

Kent Ward, Ordained, Toronto, Chair Business Table

That the Executive of the General Council refer the appointment of The United Church of Canada **Delegates to World Council of Churches Assembly 2006** to the Sub-Executive, upon recommendation of the Nominations Committee.

That in the appointment of the delegates to the **World Council of Churches Assembly 2006**, The United Church of Canada will make it a priority to witness to its commitment to racial and aboriginal justice.

That the Executive of the General Council appoint Jim Jackson, Manitoba and Northwestern Ontario Conference and Lorna Pawis, All Native Circle Conference, with Allan Sinclair as an alternate for Lorna Pawis, to the GCE Nominations Committee.

Carried

Marion Pardy, past Moderator, assumed the chair for the Moderator.

Parameters for Conference internal and/or cross boundary experiments (DR 59)

Motion: Martha ter Kuile/Jim Blanchard

2004-04-23-137

That no decision be taken on Proposal 23, at this time, to enable the Permanent Committee on Governance, Planning and Budgeting Processes to consider the matter and further develop the Proposal.

That the parameters for any Conference internal and/or cross boundary experiments address:

- i. Appropriate and consistent governance during any such experimentation,
- ii. Funding
- iii. Specific timelines for the duration of the experimentation, and
- iv. A process for yearly and final evaluation that has the results being communicated with the Permanent Committee on Governance, Planning and Budgeting Processes.

Carried

The Moderator resumed the chair.

Privacy Standards Policy (DR 37)

Motion: Martha ter Kuile/Jim Blanchard

2004-04-23-138

That the Executive of the General Council adopt The United Church of Canada Privacy Standards Policy as outlined in the Senior Leadership Team Report. (Appendix N)

Carried

Heather Leffler asked the members of Sessional Committee 2 to stand and thanked them with prayer for their work.

Diane Dwarka addressed the Court and talked about the General Council Anti-Racism policy and the publication of *That All May Be One*. She noted that her church was the last church formed in Winnipeg and it is now celebrating its 25th anniversary. She urged everyone to be a more welcoming church. Diane also talked about the Permanent Committees and their goal to work together for better communication.

The Executive hosted staff in a lunch together.

ANNOUNCEMENTS

Kent Ward talked about the previous motion at the Executive (2003-04-25-0595) for an off-site meeting in another part of the country. The Agenda and Planning Committee is looking at the possibility for a meeting in 2005 depending upon costs.

CAMP FIRCOM SOCIETY DR-75

Whereas Camp Fircom Society of The United Church of Canada has a borrowing limit of \$20,000 without Conference approval and \$50,000 with Conference approval; and

Whereas Camp Fircom Society of The United Church of Canada has requested a increased borrowing limit up to One Hundred and Fifty Thousand – (\$150,000)—Dollars in order to repay the following:

- (i) \$50,000 to First United Church, which is a long-outstanding loan;
- (ii) \$50,000 to various creditors with respect to expenses pertaining to the 2003 camping season, including food supplier and Revenue Canada;

(iii) \$50,000 to Royal Bank of Canada, in repayment of an overdraft for ongoing operating expenses; and

Whereas, if such borrowing limit is increased, Camp Fircom Society of The United Church of Canada intends to borrow \$50,000 from B.C. Conference and an additional \$100,000 from a lending institution, likely the Royal Bank of Canada; therefore

Motion: Jim Sinclair/Kent Ward**2004-04-23-139**

That the Executive of the General Council grant consent to Camp Fircom Society of The United Church of Canada to increase its borrowing limit up to One Hundred and Fifty Thousand -----(\$150,000) ----- Dollars.

Carried**SESSIONAL COMMITTEE 1 (continued)****Motion: Paul Reed/Kent Ward****2004-04-23-140**

That Proposal B be lifted from the table for consideration.

Carried**Motion: Susan Tough/Kent Ward****2004-04-23-141**

That the Executive of the General Council not waive the policy regarding student participation in Lay Pastoral Ministry in Training (LPMIT) events for 2004 and 2005, but that the Executive of General Council request the General Secretary to write to the LPMIT Planning Team asking that they take into consideration Conference Annual Meetings when determining their training dates.

Amendment: Paul Reed/Kent Ward

Add number 2

2) Affirm that the LPMIT Planning Team may consider requests for exceptions.

Carried**Motion as amended - Carried****Correspondence #4 – Hamilton Conference (CORR 7-8)****Motion: Susan Tough/Kent Ward****2004-04-23-142**

That the Executive of the General Council receive the correspondence from Hamilton Conference on revenue generation strategies and refer it to the General Secretary for response, which would include references to the General Council Executive's wrestling with strategic initiatives related to revenue generation, and that a copy be forwarded to the Executive of Hamilton Conference.

Carried

Cindy Desilets invited the members of Sessional Committee 1 to stand and offered prayer and thanksgiving for the work of the Sessional Committee 1.

STRATEGIC FRAMEWORK

The General Secretary and Chair of the Permanent Committee on Governance, Planning and Budgeting Processes reported back on behalf of the Senior Leadership Team and the GovCom.

The next steps in the process were reviewed and they include:

- A meeting to include the chairs of the Permanent Committees, members of GovCom, and the Senior Leadership Team.
- The meeting to take place as soon as possible to do concentrated work on a process for strategic planning.

The focus of this meeting will be:

- To develop a common understanding of what a Strategic Plan is.
- To clarify the roles including the General Council, Executive of the General Council, GovCom, and the Senior Leadership Team.

The goal of this meeting will be to plan a process for strategic planning as an educational piece at the November 2004 Executive meeting in order that the Executive can move forward.

CLOSING PROCEDURAL MOTION

Authorizing the Sub-Executive of the General Council

Motion: Jim Sinclair/Kent Ward

2004-04-23-143

That the Executive of the General Council authorize its Sub-Executive to deal with the business placed before it by this meeting of the Executive and any emergent business that may arise prior to the November 2004 meeting of the Executive.

Carried

The Moderator presented a gift, on behalf of the Executive, to the Rev. Dr. Lesley Anderson.

Will Kunder offered courtesies and talked about the powerful and poignant sharing of all those who helped with and at the meeting.

Time was spent in table groups to touch base at the end of this Executive meeting.

THEOLOGICAL REFLECTION

Michael Bourgeois led theological reflection and talked about “the wibble on the surface” followed by singing *I See a New Heaven* (*Voices United* 713).

WORSHIP

Worship was led by the music team with reflection by Rev. Lesley Anderson.

Moderator, Peter Short

General Secretary, Jim Sinclair

APPENDIX A
PROPOSAL 2

Title:	Delegation of Authority – Appointments to World Ecumenical, Interfaith and other bodies
Origin:	Permanent Committee on Programs for Mission and Ministry (PC-PMM)
Financial Implications:	None
Staffing Implications:	None
Source of Funding:	N/A

BACKGROUND

It is the understanding of the Permanent Committee on Programs for Mission and Ministry that within the new structure of the General Council, policy decisions and appointments representative of the United Church are the purview of the General Council and/or its Executive.

The Committee interprets this to mean that the sub-elected Unit Committees of the General Council program units related to our work are thereby given authority to act and appoint within their mandates on behalf of the United Church.

It is however not clear to us, or to our related program units, whether that includes power to issue/appoint United Church of Canada representatives in areas formerly within the purview of committees now grouped within the units (e.g.: InterChurch InterFaith, Ministry Personnel and Education, etc).

The Permanent Committee on Programs for Mission and Ministry is aware that the General Council nominations process is still under development; it is not clear to us whether or not that process was intended to apply to the kind of relationship/liaison appointment we are being asked to deal with. Meanwhile, however, there are decisions/appointments that need to be made so that work may go forward.

We believe that the Executive of the General Council needs to institute a process to clarify the criteria that can be applied concerning who has power to issue in this regard and at what level. Some possible criteria which have arisen in our discussions include:

- It appears to us that it is not a good use of the Executive of the General Council's time that it should have to take direct action on all such appointments.
- While we support the principle that elected representatives should appoint elected representatives, we believe those with the most knowledge of a given program activity should be entrusted with the responsibility of appointing needed relationship and liaison personnel on behalf of the United Church.
- Authority for such appointments should be delegated by the Executive of the General Council to those elected committees responsible for dealing with the report-back function of such personnel.

THEREFORE the Permanent Committee on Programs for Mission and Ministry recommends to the Executive of the General Council, in this interim period until the criteria for delegating such authority have been properly established, that:

- 1) The following appointments be made directly by The Executive of the General Council on recommendation through its nominating committee, in consultation with the Justice, Global and Ecumenical Relations Unit InterChurch InterFaith Committee:
 - World Council of Churches (delegates to Assembly)
 - World Alliance of Reformed Churches (Governing Board)
 - World Methodist Council
 - Canadian Council of Churches (Governing Board)

2) The Justice, Global and Ecumenical Relations Unit-wide Committee be authorized to act, with report for homologation to The Executive of the General Council, on the following representative appointments:

2.1 Regional Ecumenical Bodies

Caribbean and North American Council
Caribbean and North American Council for Mission
Church of North India Partners in Mission Committee
Foundation for Theological Education in south East Asia
Japan North American Council for Mission
Vellore-Ludhiana Committee

2.2 Canadian Ecumenical Bodies

Board of Management of the Canadian Churches' Forum for Global Ministries
Canada DPR Korea Association
Canadian Council of Churches (Commissions and Committees)
Canadian Centre for Ecumenism
Canadian Food Grains Bank
Churches Council on Justice and Corrections
Forum on International Personnel and Forum on Mutuality in Mission
KAIROS: Canadian Ecumenical Justice Initiatives
Project Ploughshares
World Development and Relief Committee

2.3 Canadian Dialogues

Anglican–United Church Dialogue
Roman Catholic–United Church Dialogue
Canadian Christian–Jewish Consultation
Joint Anglican–Lutheran Commission
Lutheran–Reform Dialogue

2.4 Canadian Interfaith Bodies

National Muslim Christian Liaison Committee
World Conference on Religion and Peace (Canada)

2.5 Canadian Non-governmental Organizations

Canadian Centre for Policy Alternatives
Canadian Council for Refugees
Canadian Council for International Co-operation
Common Frontiers
Manitoba Council for International Co-operation
Saskatchewan Council for International Co-operation

APPENDIX B
PROPOSAL 3

Title:	Delegated Authority – Duty of Care Program
Origin:	Permanent Committee on Programs for Mission and Ministry (PC-PMM)
Financial Implications:	None
Staffing Implications:	None
Source of Funding:	N/A

BACKGROUND

The Mandate for the Duty of Care Program comes from a motion passed in October 1999 by the General Council Executive that adopts:

... the principle that all camps, schools, residences, outreach ministries, and congregations using the name of "The United Church of Canada" and all groups incorporated under Appendix IV of The Manual (e.g. camps, schools, residences, and outreach ministries) shall follow the national standards of the church in relation to the protection of vulnerable people served by church ministries.

Duty of Care has been described as:

"...the responsibility of a board member or director to exercise the care, diligence and skill of a reasonably prudent person in the oversight of any organization's governance." (February 1999 report Building on Strength: Improving Governance and Accountability in Canada's Voluntary Sector.)

It requires a minimum of:

- 1) institutional governance and operation standards, and
- 2) a process to ensure the implementation of standards.

RATIONALE

A properly structured and implemented Duty of Care Program can create internal institutional momentum for:

- 1) Clarifying which ministries are genuinely part of the United Church's work and ministry;
- 2) Creating the opportunity for renewal and strengthening of those ministries;
- 3) Providing occasions for acknowledging and celebrating United Church ministries; and
- 4) Decreasing and/or addressing risks in ministering to vulnerable people.

In the restructuring of the General Council Office in 2001, this work was assigned to the Support to Local Ministries Unit (SLM). In April 2003, a Program Officer for Specialized & Institutional Ministries was hired to work full-time to implement the Duty of Care Program. The current phase of the project is focused on the implementation of an accreditation program for all United Church Camps and will require a process for approval of accreditations in the fall of 2004.

THEREFORE the Permanent Committee on Programs for Mission and Ministry recommends that the Executive of the General Council delegate to the Support to Local Ministries Unit the authority to approve or remove duty of care accreditation of organizations and ministries using, or carrying on activities in the name of The United Church of Canada. Specifically, these organizations in this phase of the Duty of Care program will include: United Church camps, seniors' homes, outreach ministries and educational centres. The Support to Local Ministries Unit will be supported by a Duty of Care Advisory Committee to administer and facilitate this work in order to prepare a summary report of recommendations to the Unit for approval. This process will allow for a review by the Unit in the case of a recommendation to remove an organization from the approved list of United Church organizations. Normally organizations recommended by the Advisory Committee and approved by the Unit will be forwarded to the Permanent Committee on Programs for Mission and Ministry and the Executive of the General Council for homologation.

APPENDIX C**PROPOSAL 5**

Title:	Delegated Authority – Internships
Origin:	Permanent Committee on Programs for Mission and Ministry (PC-PMM)
Financial Implications:	None
Staffing Implications:	None
Source of Funding:	N/A

BACKGROUND

One of the requirements around Internships (16.2.4) of the *Handbook for Education and Students Committees* is that individuals must return to theological school to complete at least six (6) courses.

Permission to grant variances to the Policy 16.2.4 has not been granted to the Committee on Ministry Vocations of the Faith Formation and Education Unit, necessitating approaches to the Executive of the General Council to grant exemptions to this policy.

THEREFORE the Permanent Committee on Programs for Mission and Ministry recommends to the Executive of the General Council, in this interim period until the criteria for delegating such authority have been properly established, that permission to grant exemption to current guidelines regarding Internships as provided in 16.2.4 of the *Handbook for Education and Students Committees* be granted to the Committee on Ministry Vocations of the Faith Formation and Education Unit, with a report for homologation to the Executive of the General Council, and with the clear understanding that such exemptions shall: be considered carefully; be based upon recommendation of the appropriate courts of the church and/or school; and be understood as **not normative**, but as exemptions for unusual circumstances.

APPENDIX D**Elected and Appointed Members of The United Church of Canada: Guiding Principles, Practices and Processes****Theological Foundation*****<<Stand by - This section is under discernment – Expect More>>***

For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us: prophesy in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the compassionate, in cheerfulness.

In the spirit of Paul's words to the Romans, the members of The United Church of Canada are one body in Christ. Our gifts differ. All are needed for the building up of the body. The following principles, practices and processes have been created to guide us in offering our gifts and inviting each other into membership.

Principles

We seek a comprehensive approach to recruiting, selecting, supporting and recognizing those who are elected or appointed to serve as members of councils, committees or groups; one that is:

Informed by the Spirit

Draws on practices of Christian spiritual formation; facilitates individual and group discernment

Accountable to the General Council

Accepts the responsibility to carry out the nominations process for the General Council according to the mandate and established principles

Shares Leadership

Co-facilitated by committee chairs and designated staff in the General Council Offices and Conferences

Open and Transparent

Clear, detailed and timely information on opportunities, selection criteria and process, and appointments; documented and disseminated through multiple communication channels

Inclusive

Aspires to balance voices, perspectives and interests while proactively seeking to address inequities; demonstrates an intentional struggle with historic patterns of exclusion

Flexible

Able to accommodate the variety of work, diversity of interests, and routine to unique circumstances

Continuously Improving

Through regular feedback and evaluation is able to make changes and adjustments to practices and processes based on key findings

PRACTICES AND PROCESSES**Recruitment**

Eligibility: Members and adherents of the United Church of Canada are eligible to serve on its general councils, committees and groups. Membership is a requirement to serve as a committee chair. Staff members of the General Council Offices and Conferences are not eligible for governance-level appointments in a voting capacity.

Documentation: Written terms of reference for each committee or group are created by the mandating body and documented in their record of proceedings or minutes. Each body also provides written direction on the preferred composition for each committee or group. The competencies (skills, knowledge, attitudes and experience) required by the chair and by members are clearly delineated and translated into selection criteria. An estimate of the time budgeted for the committee's work is also provided. A committee profile is created for dissemination through the nominations network. The profile describes the:

- Current situation – *Why is this committee being formed? What is the context for its work?*
- Mandate – *What is the committee being asked to do by the mandating body? To whom is it accountable? What is the expected time commitment?*
- Composition – *What skills, knowledge and experience are needed around the table?*
- Appointment process – *Who will review nominations, make recommendations, and select the committee's chair and members? What are the selection criteria? What is the timeframe for each step of the process?*

A directory of committees and members is continuously updated and maintained. As required, common templates and tools are developed to ensure a uniform "look, feel and quality" to the information coming from the GCO about committees and groups, and to facilitate record keeping.

Terms: The GCE Nominations Committee sets the length of the terms in consultation with the committee chair and staff resource persons. Appointments are renewable once at the invitation of the GCE Nominations Committee.

Composition: Diversity and inclusion, geographic and demographic balance, among other criteria are given critical and careful consideration when the mandating body is considering the committee's composition. Special emphasis is placed on including those who have been historically excluded from positions of influence and authority.

Member Qualifications: Active participant in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, willingness to discern God's yearnings for this work

Information Dissemination: Conferences are alerted about new opportunities first. Opportunities are posted on the United Church of Canada website and are also distributed by mail, e-mail, or fax as appropriate.

Search: The scope of the search is determined by the length of time available with the understanding that Conferences generally require a *minimum* of a month's notice to make a meaningful contribution to the search. In urgent or fast-breaking situations, the mandating body sets the parameters for the scope of the search.

Nominations: The nominations network is broad and includes everyone who is affiliated with the United Church of Canada. Nominations are invited from individuals, Pastoral charges, Presbyteries, Conferences, theological schools and educational centres, and special ministries. Individuals are also welcome to self-nominate. A mandating body may indicate that it would like formal representation from each of the thirteen Conferences. In these situations, each Conference makes the selection of their representative according to their own nominations and appointment processes.

Expressions of Interest: Prospective members are asked to send a letter to the Chair of the GCE Nominations Committee expressing their interest in a particular opportunity. They are advised to include:

- a little about themselves and their involvement in the United Church
- why it interests them, why they feel called to this work

- what spiritual gifts they would bring, what they hope to learn
- the names of three references

Screening: Additional information on those nominees who meet the selection criteria is gathered and reviewed. To provide linkage with Conferences, consultation occurs. Routine screening procedures are applicable if committee members will come into contact with at risk or vulnerable groups through their committee work.

Privacy: The United Church of Canada is committed to protecting the privacy of personal information. Personal information is collected, used, maintained and disclosed in compliance with The United Church of Canada Privacy Policy and applicable federal and provincial privacy legislation including, but not limited to, The Personal Information Protection and Electronic Documents Act (2000, c.5). We use your personal information for internal purposes only and will not sell, lease or disclose this information to any third party.

Selection

Selection Criteria and Processes: While the criteria and process are tailored to the mandate of each committee, the practice of group discernment is common to all. Staff members may identify prospective members, carry out research or screening procedures, and assist the Elected and Appointed Members Services Office in applying the criteria for selection in a transparent way.

Review and Recommendation: A committee of elected and appointed members reviews the candidates who have expressed interest. This committee recommends appointments to the court or committee to whom they are accountable.

Service to Members: Expressions of interest are acknowledged and nominators and nominees are thanked in a timely fashion. Members receive an appointment letter to confirm the length of their term and related information about the committee. These letters are copied to the Conferences.

Communication: Appointments are posted on the United Church of Canada's website after permission is given by each new member. Their Pastoral charge, Presbytery and Conference are notified.

Diversity: The GCE Nominations Committee declares its diversity goals or aspirations for the leadership group as a whole. Similarly, it describes its aspirations for each committee with input from the mandating body. It reports to the GCE annually on its progress toward achieving its aspirations and any insights acquired along the way.

Cascading Appointments: Every effort is made to limit the number of additional appointments that flow from a single appointment. Mandating bodies present rationales for any appointment that has one or more additional committee assignments attached to it.

Support

Preparation: Members receive an orientation tailored to their assignment and in keeping with basic adult education principles.

Leader Formation: Members are encouraged to receive and provide continuous feedback on their participation. Formal assessments of self, committee, and work progress are completed annually. Ongoing attention is paid to the formation of leaders such as creating resources and educational opportunities.

Partnerships: Suitable mentors are available to assist chairs and members as required. Staff resource persons or designates provide support to elected and appointed members in carrying out their responsibilities.

Recognition

Knowledge Exchange: Each committee or group devises a way to relay information to new members. Members who have completed their terms are interviewed and invited to reflect on their experience and sense of call to serve the church in other ways.

Celebration and Thanksgiving: The contributions of elected and appointed members are celebrated annually in a variety of ways – reported annually to the General Council Executive, to Conferences and Presbyteries, and to the Pastoral Charge. Out-going members receive a formal letter of thanks and/or an expression of gratitude from the Moderator and General Secretary.

Elected member – Those who are elected by the courts of the church, and drawn from its diversity, to serve on the General Council and its Executive; includes Commissioners and Conference representatives on the General Council Executive. Alternates are named by the court to which the elected member is accountable.

Appointed member – Those who are appointed by the General Council or its Executive; they reflect the diversity of the church and are recruited for particular expertise to serve on Permanent and Standing Committees, program, advisory and compliance committees, and task groups. Alternates are proposed by the GCE Nominations Committee and appointed by the GCE or its designate.

Corresponding member – Those who have “voice but no vote” on councils, committees and groups and who serve by virtue of their position. (The Manual, p. 38) This status is non-transferable. Corresponding members may be appointed by a committee for the duration of a meeting. Staff members may also be assigned this status on a committee by the General Secretary for the duration of a triennium. Their participation on the committee is managed by their supervisor.

Staff member – Those who are employed by the General Council Offices of the United Church of Canada and provide support and counsel to elected and appointed members. They do not have voting status on committees.

Chairperson – The elected or appointed member who works in partnership with the staff resource person to facilitate the life and work of the committee or group to achieve its mandate. Selected by the GCE or its designate. Alternates are proposed by the GCE Nominations Committee and appointed by the GCE or its designate.

Staff resource person – The staff member who works in partnership with the chair to facilitate the life and work of the committee or group and to achieve its mandate. They are selected and appointed by the General Secretary.

Permanent Committee – One of four committees mandated by the General Council Executive to support its work in the areas of program, governance, planning, and financial and human resources.

Standing Committee – An ongoing committee mandated by the General Council to address specific issues or to oversee a particular area of its work.

Accountability – The requirement to explain and accept responsibility for carrying out an assigned mandate given agreed upon expectations.

National nominations network – Individuals, groups, institutions affiliated with the United Church of Canada and its courts.

Mandating body – The court or committee responsible for mandating other committees or groups and to whom they are accountable.

Time budget – An estimated allocation of time to the work of a particular committee or group; includes meeting days/hours, travel days/hours, preparation and follow-up days/hours.

National leadership group – The sum of elected and appointed members who serve at the governance-level nationally.

Basic adult education principles – Learners' experiences and knowledge are recognized as a rich resource. The information provided is related to his/her context and immediate needs. Learning style differences are taken into account. Educational programs are conducted in a safe and comfortable environment, offer facilitation rather than lecture, and promote understanding and retention. Learners' current level of understanding is assessed in advance. Feedback is solicited continuously. Goals and expectations are clarified up front.

APPENDIX E

MANDATES

Name:	General Council Agenda and Planning Committee
Mandate:	To plan and execute the meeting of the General Council. This committee is responsible for the development and implementation of all elements of a General Council meeting.

This committee shall have the following responsibilities: (**ROP GC29 1982**)

- Establish a local arrangements committee early
- Have the Agenda Committee meet "on site" early in its deliberations
- Integrate all elements – this means total consultation from the beginning with all participants and "arms" of the Council – Children, Youth, Worship arrangements, etc.
- Utilize the evaluations from previous General Councils
- Establish a refined procedure for the monitoring of decisions affecting staff and financial resources
- Maintain the goal of as little paper as possible
- Allow the agenda to be as open as possible

Membership: (12 Elected/Appointed Members, 3 Staff Members)

- Chair (appointed)
- Host Conference Executive Secretary (staff)
- GCE Business Table Chair (appointed) *or if unable to serve, one member of the previous General Council Agenda and Planning Committee*
- Moderator (elected)
- General Secretary, General Council (staff)
- 6 to 9 Members (appointed) – including one representative each of First Nations ministries, Ethnic ministries and Francophone ministries provided such representatives are willing and able to serve (**GCE 1997-04, p. 223**)
- GCM Planning Processes (staff resource)

Expectations: Approximately three meetings per year (two or three day meetings). Three year term, Travel

Accountability: The Executive of the General Council

Relationships:

- GC Agenda and Planning Committee Chair is a member of the GCE Agenda Planning and Business Committee (**GCE 2003-04-25-0590**)
- GC Agenda and Planning Committee Chair becomes the next GCE Business Table Chair (**GCE 2003-04-25-0590**)
- GC Agenda and Planning Committee Chair is a corresponding member of the Permanent Committee on Governance, Planning and Budgeting Processes
- GCE Business Table Chair is a member of the GC Agenda and Planning Committee (**GCE 2003-04-25-0590**)

References: **ROP GC29 1982 / GCE 1997-04, pg 223 / GCE 2003-04-25-0590**

Name:	Executive of the General Council Agenda Planning and Business Committee
Mandate:	Develop a planning process for what items are to be placed on the agenda of each meeting of the Executive of General Council. The General Secretary, General Council shall call together twice a year the planning group. (GCE 2002-11-01-0501)

This committee shall have the following responsibilities:

- to manage requests to appear before the Executive of General Council.
- to decide on agenda items.
- to determine the best ways for dealing with items (i.e. sessional committee, omnibus motions, referrals, policy creation, etc.)

- to manage the Executive of General Council business calendar (keep track of what work the Executive of General Council has asked for, and by what time).
- to schedule time at every meeting for the Executive of the General Council to evaluate its own governance process (**GCE 2003-01-17-0567**)
- to schedule time such that the Executive of the General Council will spend at least 1/7th of its meeting time in governance education and theological reflection at every regular meeting (**GCE 2003-04-25-0591**)
- to schedule time such that the Executive of the General Council will spend at least 1/7th of its meeting time in strategic planning and setting directions and goals at every regular meeting (**GCE 2003-04-25-0591**)

Membership: (8 Elected/Appointed Members, 6 Staff Members)

- Moderator (The Moderator shall normally chair this group) (elected)
- GCE Business Table Chair (appointed)
- Chairs of the 4 Permanent Committees of the General Council Executive (appointed)
- General Secretary, General Council (staff)
- General Council Ministers (GCM Planning Processes – staff resource)
- GC Agenda and Planning Committee Chair (appointed)
- GCE Parliamentarian (appointed/elected)

Business Table Mandate: To facilitate the agenda of the meetings of the Executive of General Council

This group shall have the following responsibilities:

- To facilitate the business procedures of the meetings
- To advise on parliamentary procedures
- To organize the agenda, process and procedures for GCE meeting
- To name a Friend in Court

Business Table Members:

- GCE Business Table Chair (appointed)
- GC Agenda and Planning Committee Chair (appointed)
- GCE Parliamentarian (appointed/elected)
- GCM Planning Processes (staff resource)

Expectations: Planning: Two conference call meetings (two hours each) per year, Preparation: two days per meeting, two GCE meetings (four days) per year, Travel

Accountability: The Executive of the General Council

Relationships: (GCE 2003-04-25-0590)

- GCE Business Table Chair is a member of the GC Agenda and Planning Committee
- GC Agenda and Planning Committee Chair is a member of the GCE Agenda Planning and Business Committee
- GC Agenda and Planning Committee Chair becomes the next GCE Business Table Chair

Examples of items of business to come to the Executive of the General Council: (GCE 2003-04-25-0594)

Major financial expenditures

Issues affecting the church as a whole, which are difficult to change

Issues affecting the church in the long term

Correspondence policy and what is this policy

Employment changes in policy not specific employment situations

Establishing and evaluating protocol of major Financial/Program affecting the unified funding.

Long term planning

Manual directed items

Major work directed by the General Council

Major project reporting

Accountability reporting:

- Each Permanent Committee reports to the Executive of the General Council annually (two reports per meeting)
- Moderator's Advisory Committee report annually to the Executive of the General Council
- GS-GC's Supervision group report annually to the Executive of the General Council

Compliance issues (*The Manual*)

Appointments of senior staff

Budget outline

Property/mortgage issues that apply

First Nations reconciliation process

Orientation to new members (during the triennium, as people resign, alternates come, etc)

Regular updates on staff training and morale (may come under accountability reports)

Pension Plan: education around the Executive of the General Council's role as Administrator of this plan

Honouring those who have left gifts to the UCC

Environmental scan (would be part of strategic planning)

Broad stroke issues of mission, stewardship, social policies, demographics for the understanding of the Executive of the General Council

Matters of emergent concern which come through the Senior Leadership Team

Business that will not come to the Executive of the General Council:

Personnel issues dealt with under existing policy

Matters that do not come through the Senior Leadership Team, the Permanent Committees of the Executive of the General Council or the Standing Committees of the General Council.

Correspondence outside the correspondence policy

References: GCE 2002-11-01-0501 / GCE 2003-01-17-0567 / GCE 2003-04-25-0591 / GCE 2003-04-25-0594

APPENDIX F

Title of Report: A Proposal to Develop and Publish a Supplement to *Voices United* (Business Plan)

Origin: The *Voices United* Staff Project Team, Support to Local Ministries (SLM) and Resource Production and Distribution (RPD) Units

1. OVERVIEW OF THE PROJECT**1.1 Objectives of the Project**

1. To provide the United Church in 2007, with a new, exciting, relevant and uplifting music resource that emphasizes music written or available since the publication of *Voices United* in 1996
2. To uphold and to further the vision of *Voices United*
3. To provide a musical resource within the United Church ethos, as an option among new music resources currently available
4. To publish a resource that addresses expressed needs for:
 - “Canadian content” in theology, language and composition
 - Music for youth and young adults
 - World music
 - Diverse instrumentation and arrangements
 - Chants and choruses
5. To offer a multi-platform presentation of musical resources, beginning with a print resource but also subsequently available in CD-ROM and Web-based formats for multi-media use
6. To provide for full congregational access and ease of use, by creating a “Universal Licensing” arrangement for the contents of the resource
7. To provide a stand-alone resource that can be readily used by ecumenical partners in Canada and internationally

1.2 Audience

Primary Audience:

1. Congregations of the United Church of Canada who purchased *Voices United* in the initial three year sale cycle (1996 – 1998) and who have indicated an immediate desire and need for a supplementary resource.
2. Congregations of the United Church of Canada who have purchased *Voices United* and have indicated a future need for supplementary resources.
3. United Church congregations who may have not purchased *Voices United* due to fiscal constraints.
4. United Church institutions and ministries (Education Centres, camps, etc.)

Secondary Audience:

1. Canadian Congregations and Parishes outside the United Church who desire supplemental music resources (The Presbyterian Church in Canada, The Anglican Church of Canada, etc.)
2. Congregations and partner denominations internationally, who have shown a strong interest in *Voices United* (the United Church of Christ (USA), The Uniting Church in Australia, etc.)

1.3 Rationale for the Project at this Time

Musically, the United Church has relied heavily on the success of the current hymnbook *Voices United*, (VU) since its release in 1996. Sales of the music and words edition of VU total over 500,000 to date. A recent survey (2002-3) of Pastoral Charges indicated that 88% of United Church congregations utilize *Voices United* as their primary worship resource. In the same survey, 52% of congregations polled across the country, indicated that they would purchase a supplement to *Voices United* if one were available. 34% of the remaining congregations stated that they see a need for such a supplement in the future.

Numerous supplements and music resources have emerged recently on the international scene (United Methodist USA, PCUSA, Evangelical Lutherans of America and Church of Scotland). These projects have met with success but nothing comparable is presently being published in the Canadian marketplace. Moreover, many of the supplemental materials mentioned above, include substantial numbers of selections already published in *Voices United*, as other denominations “catch up” to the

place where the VU project led the church in 1996. Since that time, almost ten years of significant creative activity among hymn writers and musicians in Canada and around the world, has added enormously to the collection of new hymns, praise music, chants and instrumental arrangements of high appeal and relevance to United Church congregations. Many congregations are searching for new resources for music in worship that are accessible both fiscally and in multi-media formats.

The United Church continues to maintain high standards of liturgical and musical excellence within a framework that emphasizes inclusion, justice, an ecumenical and global vision and a central commitment to the compassionate work and witness of Christ in our world. These values, reflected in the Supplement, will make it an attractive purchase for ecumenical partners who share those values and who are either interested in supplementing the offerings in their denominational hymnaries or in an alternative. These partners might not feel comfortable purchasing the hymnary of another denomination but a supplement carries less denominational freight.

1.4 Rationale for a Co-Production

Traditionally the United Church has not partnered with "for profit" enterprises in the production of "in house" resources, utilizing the United Church Publishing House and internal financing, staff and volunteers (elected members). However, the magnitude of a project such as the production of a supplement, coupled with fiscal and staffing constraints, make it attractive to look for a suitable publishing partner. Wood Lake Books is a logical choice.

The release of Songs for a Gospel People, a supplement to the 1968 Hymn Book of the United and Anglican Churches, edited by UCC members Gerald Hobbs and Ralph Milton, sold 400,000 copies in Canada and established Wood Lake Books as a leading religious publisher and distributor in this country. Since that time, the relationship between Wood Lake Books and the United Church has grown with the United Church's editorial involvement in the curricula produced by Wood Lake and with the keen interest of local congregations in many of the other publications undertaken by them.

1.5 Strategy

- Leverage the high reputation of Voices United across the country and internationally, a full decade after its initial release, to avoid "down-time" in music resource provision
- Leverage the strong reputation of Songs for a Gospel People across the country and internationally to enhance the intention to purchase the VU Supplement and build on previous successes
- Leverage the combined expertise and talents of our music leaders, composers and authors across the country, to select and develop a high-quality music resource within an eighteen-month time frame
- Leverage the expertise and reputation of the General Council (including Conference) staff and volunteers, in managing and overseeing the project development, production, distribution and promotion of the VU Supplement over a three-year period
- Leverage Wood Lake Books' expertise and reputation in the areas of financing, development, production and distribution, to access national and international markets over a three-year period
- Employ a "partnership" model in resource development, as encouraged by the Conferences
- Launch/release the VU Supplement to coincide with the General Council 39 (2006) in Thunder Bay, to promote a sense of national identity and ownership
- Promote the VU Supplement nationally by including it in the activities related to Conference Annual Meetings in 2005
- Include the National Worship Symposia (Worship Matters 2004-6) in national promotion
- Introduce a testing phase with 100 congregations across the country
- Utilize national church periodicals for promotion and marketing (Gathering, The Observer, etc.)

1.6 Key Messages

- The *Voices United* Supplement project is a precedent-setting, creative approach to providing a music resource for local congregations and ministries without burdening the financial resources of the United Church.

- The *Voices United* Supplement project will inject a new experience of energy and vision into the work and witness of our church.
- The *Voices United* Supplement project provides a proactive and accountable approach to resource development, which is responsive to congregational needs.

2. GETTING THE WORK DONE

2.1 Participants in the Project

The production of the VU Supplement involves staff and elected members in the General Council Office and staff of Wood Lake Books. The **Voices United Supplement Project Team** – accountable through the **Support to Local Ministries Unit** to the **GCE Permanent Committee, Programmes for Mission and Ministry** – would direct the project from the United Church side. In consultation with Wood Lake Books, the Project Team would establish a **VU Supplement Development Team**, staffed by a **Managing Editor** and made up of 10 elected members. This team would be responsible for developing the content and overall shape of the Supplement. **Lead staff** in the GCO and at Wood Lake would be corresponding members of the Development Team. A **VU Supplement Advisory Group**, appointed through the Support to Local Ministries Unit, would provide historical connection to the original *Voices United* Hymn Book project and would advise the project as it proceeds. The production of the Supplement would be carried out by the staff of **Wood Lake Books**. Marketing, promotion and distribution would be a shared responsibility.

2.2 Rationale for the VU Project Team Providing Joint Final Sign-off

The production of this book involves the United Church in an unusual joint venture. That is, it is a joint venture in which the United Church as a religious charity brings its intellectual property and marketing system to the table in order to work with a private sector religious publishing firm.

In a conventional General Council Office (GCO) publishing project, a unit of the General Council would go to RPD/UCRD as an in-house “client”. The risks in such projects lie primarily with the “client”. In this venture, the risks to Resource Production and Distribution (RPD) and to United Church Resource Distribution (UCRD) are substantial; financial risks to Support to Local Ministries (SLM) are quite small. Therefore, it needs to be clear that this project must achieve mutually satisfactory outcomes for SLM, RPD, and UCRD. All three GCO entities have their own internal processes to engage. SLM will need to involve its unit-wide committee (elected members); RPD will not have such a group, but will work with its customary management model.

Because of the unusual relationship between SLM and RPD/UCRD, we wish to make it clear that decisions by SLM and its elected members will need to meet the conditions that work for RPD/UCRD. To enhance consultation and communication, all three GCO bodies will participate in the VU Project Team, a group made up of the appropriate staff of the three entities. It will be the VU Project Team that will provide joint sign-off at crucial stages of the project, once mutually satisfactory agreements have been reached.

2.3 Organizing Structure

See “Schedule F: Resources Development and Production Organizational Chart” of the Co-Publishing Agreement.

3. DESIGN AND DEVELOPMENT PLANS (CONTENT PHASE)

3.1 Design and Development

A prototype of the Supplement design will be supplied by the United Church, in consultation with WLB lead staff. This prototype will be used as a template on which the final layout will be based. The prototype will identify all design elements required for the final layout (font size, margins, ink colour, binding, etc.). Finale will be the software of choice for music input with Pagemaker/InDesign being the software of choice for layout. WLB will be responsible for implementation and administration of the design, layout, and graphics related to the Work.

WLB will assume responsibility for all activities related to securing rights and administration of royalties for the Work. Rights obtained will include printed, recorded, electronic, online, and/or congregational licenses.

Quotes will be received from a mutually agreed list of printers. Samples of previously printed items from the prospective printers will accompany each quote (preferably a sample with music). Selection of the printer will be made jointly by lead staff of WLB and the United Church. The printing of the Work will be administered by WLB.

3.2 Summary of Income and Expenses of the Project

Below is a financial summary for 2004 - 2009 of the project including the first three (3) years of sales based on the detailed financial forecast and budget.

Sales (150,000 units) \$2 million

Costs Funded by Wood Lake Books:

Development costs	\$161,000
Marketing	236,000
Royalties	225,000
Admin costs to WLB	<u>17,000</u>
	\$639,000

Gross Margins:

UCC	\$442,000
WLB	<u>442,000</u>
	\$884,000

See "Schedule B: Budget" of the Co-Publishing Agreement.

4. PROMOTION AND SALES

4.1 Distribution plan

Both WLB and UCRD would order copies of the Supplement (initial print run is estimated to be 150,000) on the basis of pre-sales and anticipated sales. Each party would manage its own inventory, warehousing and distribution, in a spirit of cooperation. Orders may be fulfilled from either Kelowna or Toronto depending on the location of the order. The distribution costs would be recovered by the application of an agreed upon distribution fee.

See also Section 3.4, 3.11 and 4 of the Co-Publishing Agreement.

4.2 Promotion plan

Promotion would be shared between Wood Lake Books and the United Church. The UCC has access to potential buyers in UCC congregations as well as in Canadian ecumenical communities. WLB has access to international ecumenical markets.

4.3 United Church marketing and promotion

Goals:

- To create awareness of the Supplement amongst all United Church congregations, institutions, and ministries as well as congregations outside the United Church, nationally and internationally
- To offer incentives to encourage high pre-sales
- To engage 100 congregations as "testers" to gain feedback on content development

The following plan outlines the strategies to accomplish this goal.

1. Sampler

- Elements in the package: letter, other Voices United products, ordering information, brochure
- To be sent to:

- March 2006 – all Pastoral Charges, Theological Colleges, Conference Offices, Presbyteries, Presbytery Resource Centres, etc. (approximately 3200 addresses)
- Conference Annual Meetings 2006
- UCCAM Events – Annual/ Regional
- Presbytery/Congregational Workshops (approx. 5000)
- Involve UCCAM & Gathering conveners, members from each Conference

2. Advertising

- **Observer**
 - March 2005 – insert sampler with full page ad (circ. 80,000)
 - Follow up ads – May, October 2005 – March, July/August, October 2006
- **Magazines:**
 - Gathering – 3 issues
 - Exchange – 3 issues
 - Mandate – 4 issues
 - Women's Concerns – 3 issues
 - Seeds & Sowers – 1 issue
- **Other Denominational Publications:**
 - Anglican Journal – Classified display – 1 col. X 5 - \$560.00
 - Presbytery Record - \$2850 - IFC
 - Ministry Matters - \$1250 - IFC
 - The Hymn - TBD

3. Mailings

- Infopac – 4 mailings of 3200
- Musicians/Worship Leaders
- UCCAM
- Statement mailings

4. Events

- Conference Annual Meetings 2006
- GC39 – official pre-launch
- Worship Symposia 2006
- UCCAM events
- NAAL
- Hymn Society
- American Guild of Organists

5. Test Congregations

- Select 100 congregations to send a Test Sampler to for comment and feedback
- Sampler to be mailed May 1, 2005 and comments returned by August 31, 2005 for review by Development Team
- To include binder, 100 pages, cover, cover and page sample

6. Electronic

- Spirit Connection – feature a test congregation singing songs, the making of, etc.
- UCC web site – sampler in PDF form, updates, special promotions, etc.

7. Early Discounts

- Buy by the case and save – receive increasing discounts with number of cases purchased - ranging from 8% for one case, 10% for two to three cases and 12% for four or more cases
- Extend payment period to 90 days
- Special offers to run from May 1 to November 15, 2006

8. Other

- Budget - Direct costs of approximately \$85,000 for the joint promotion by UCC and WLB
- Complimentary Copy list – approx. 150

Partnering with WLB in promotion:

- The promotional material will have ordering/contact information for both UC and WLB
- The approval process for text, design, proofing and printing will be made jointly
- A decision on which party will be creating each piece will be made at a later date
- The distribution/mailing of promotional material will be done separately

5. FINANCING THE PROJECT

5.1 Financing the Project

WLB would be responsible for the development and production costs related to the supplement and would be reimbursed according to the terms of the Co-publishing Agreement. Certain staffing costs would be non-reimbursable (see section 3.7 of the Co-Publishing Agreement). Printing costs would be borne by both parties according to the quantities ordered. The initial print run would be based on pre-sales.

5.2 Controlling costs throughout the project

The Project Team is committed to maintaining oversight of costs throughout the project. Any changes to the approved budget and any costs in excess of budget (see Section 3.2 of the Co-Publishing Agreement) would need to be approved by both WLB and the United Church Project Team.

5.3 Projected financial performance

Based on the expectation of selling out the initial print run, approximately \$844,000 would be available for distribution after the payment of all expenses. The United Church might therefore expect to realize a profit of approximately \$422,000 from the Supplement.

6. TIMELINE

1. Mutual Letter of Intent – signed June 2003
2. Draft **Co-Publishing Agreement** including details such as preliminary budget and plans **December 15, 2003**
3. Meetings to refine Agreement **January 20 – 28, 2004**
4. **Draft Agreement** presented to The Permanent Committee on Programs and Mission **February 20 – 22, 2004**
5. **Signing of Co-Publishing Agreement** by GCE **April 23-25, 2004***
6. Advertise for **Managing Editor** May/June 2004 and make appointment by **September 2004**
7. **Congregational input**, surveys, suggestions, etc. **September – December 2004**
8. Name **VU Supplement Development Team** by **November 2004***
9. **Content**: 90- 95% of selections made and permissions obtained **15 October 2005**
10. **Test Congregations** start to receive selections by **May 1, 2005** and respond to the Managing Editor by **August 31, 2005**
11. **Music sampler** printing **February 2006***
12. **Samplers mailed/delivered** at conferences etc. **Beginning March 2006***
13. **Advance promotions**, with early order discount offer **May 1 – November 15, 2006***
14. **Pre-launch** at General Council 39 **August 2006**
15. **First Print run** (off season book printing ensures best price) **January 2007***
16. **Publication/release** **February 15 2007***

* Indicates events/developments, which should be noted with media releases to the Observer, to conference and presbytery bodies as well as to congregations.

7. RISKS AND HOW WE'D HANDLE THEM

7.1 Changing Cost Estimates

In the event that development costs for the Supplement are higher than anticipated, and in the event that the anticipated price of the book remains unchanged, there will be fewer net dollars available for distribution. Both the United Church and WLB will realize lower profits, but the United Church will not have any exposure related to the development costs.

7.2 Lower Sales

In the event of lower than anticipated sales, the costs of development would be slower to be reimbursed and profits would also be lower. However, the Project Team will attempt to minimize the risk to the United Church by emphasizing the importance of pre-sales and on the basis of those sales, accurately gauging the size of the initial print run. The Project Team believes that even in the event of lower initial sales, the Supplement will have a sufficiently long life-span to sell out an initial print run even if over a longer time-frame.

7.3 Delays

The timeframe for the development of the Supplement – initially projected for a release date in 2006 – has been extended to include a pre-launch at General Council 39 (2006) and a release in early 2007. With this slower pace for development, the Project Team has accounted for potential delays related to the obtaining of rights, which are likely to be a major potential source of delays in the project. In the event of insupportable delays in the obtaining of certain rights, the Development Team will need to reconsider inclusion of certain pieces of content or ultimately, the size of the Supplement. Any other significant delays caused, for example, by unexpected staffing changes, could impact the release date of the Supplement. The 2007 release date has not been determined precisely and will be announced once the final production schedule is known.

7.4 Competitive new products come on the market

The risk of new competitive products coming on the market at the same time as the Supplement is not considered to be great. There is an assumption that United Church members will be attracted to a product linked to the very successful *Voices United*, rather than another denominational collection. As well, as has been previously stated, many of the other comparable books to appear recently on the market contain large numbers of pieces already published in *Voices United*. Therefore, there is a second assumption that the United Church is slightly "ahead" of some other mainline denominations.

APPENDIX G***What Does God Require of Us?******A Declaration for Just Trade in the Service of an Economy of Life***
January 2004**PREAMBLE**

This declaration is the result of a consultation held on January 11 – 14, 2004 in Stony Point, New York, USA. We gathered as people of God coming from churches in Canada, the United States and Mexico and also from other regions of the world. We recognize that the countries we come from play different roles in the present global context in terms of their economic, political and military power. By God's grace in Christ Jesus we have come together in a community of solidarity. In this spirit, we formulated this declaration and we pledge to cooperate ecumenically for fair and just trade agreements and an economy that serves life.

We are representatives of churches

We are gathered in the name of God, who is revealed to us in the incarnation of Jesus Christ, made known to us in Scripture as the creator of the world. The Holy Spirit calls, gathers and enlightens the church to serve God's purposes in redeeming the world.

We work for just trade because of the justice of God. God's justice creates and sustains the conditions for life. God has made an all-inclusive covenant with all creation. This covenant has been sealed by the gift of God's grace, a gift that is priceless, not for sale in the marketplace. What does God require of us? Act justly, love tenderly and walk humbly with your God. Our peoples need policies that restore right relationships, preserve responsible communities, shrink economic inequalities, and allow space for all of creation to flourish in its diversity.

We believe and teach that God sustains and offers abundance for all from the bounty of the gracious economy of God [*oikonomia tou theou*]. The economy of God is an economy of life that promotes sharing, globalizing solidarity, dignity of persons, forgiveness as well as love and care for the integrity of creation. The formal market must serve the greater economy of life. Faith compels us to confront the idolatrous assumptions that under gird many current economic practices.

We proclaim the God who hears the cry of the suffering world and who challenges us in love to serve our neighbours. The very nature of the body of Christ calls for solidarity with all people and with all creation.

We are gathered with brothers and sisters from churches around the world in the name of God, who gives life and calls us to share responsibility for all life.

As representatives of churches from Mexico, Canada, and the United States

We are witnesses to the ever-expanding demands of economic globalization and their negative impact on our communities and throughout the world. Inequality is growing even while technological and other advances have made it possible for a small segment of humanity to achieve unprecedented material prosperity. Billions of people are marginalized, oppressed and excluded from the economy of life, experiencing poverty, hunger, disease, hopelessness and even death.

In our discussions, we have heard testimonies of

- how political and military dominance in this time of Empire continues to impoverish people and cost lives;
- how Mexican "people of the corn", cultivators for thousands of years of diverse varieties of seed, now denounce the transgenic contamination of these seeds, that has put their own food security at risk;
- how Indigenous peoples have used international trade tribunals to assert Indigenous proprietary rights as an element to be addressed in international trade law;
- how corporations "shop the world" for ever lower-cost workers, and in the process Canadian, American and Mexican workers continue losing their jobs;
- how the dramatic drop in milk prices has led to the disappearance of so many family dairy farms;

- how prices and patents control ever more dimensions of life in community.

Participants from other regions have reminded us of how similar dynamics are also devastating their people, communities and the rest of creation.

We believe that current economic arrangements, international financial institutions and trade and investment treaties (e.g. NAFTA) unjustly distort the rules governing trade and investment to the advantage of the affluent and powerful. When trade and investment are seen as ends in themselves and not as the means to achieve just and sustainable development, our global community is reduced to simple exchanges of goods and does not reflect the Biblical vision for justice, peace and sustaining the integrity of creation.

Obligations to make payments on illegitimate debts result in a net drain of wealth from impoverished countries to wealthy creditors. Therefore a just and fair trade regime, by itself, is not sufficient. We reiterate our Jubilee Call for the cancellation of illegitimate, paralyzing, unjust and odious debts. We call for the creation of new economic relations between North and South based on the Biblical concept of restorative justice.

Our worldwide ecumenical commitment to unity in Christ enables and compels us to witness to the ever-resilient seeds of hope when justice, human solidarity, and care for creation take concrete expression in actions for change initiated by churches, civil society organizations and community groups. We are churches who believe that the economy of God includes ethical and spiritual principles that offer guidance and direction in the search for the very practical alternatives to ensure trade and investment respects the important role of government, advances the common good, and serves an economy of life not death.

PRINCIPLES FOR JUST AND FAIR TRADE AGREEMENTS

As representatives of churches in Mexico, Canada, and the United States, we declare our commitment to the following principles and policies for just and fair trade that serve the needs of all our global neighbours:

- 1) Trade and Investment Agreements, in order to ensure respect for dignity of all persons, should be subordinate to international law and agreements that guarantee universally recognized human rights. These include civil, political, economic, social and cultural rights; gender equity; labour rights; migrant worker rights; and rights of indigenous peoples.
- 2) Trade and Investment Agreements should recognize the inalienable rights of indigenous peoples to their traditional territories, resources and indigenous traditional knowledge. Indigenous peoples have to give their prior informed consent to any developments that impact their traditional territories.
- 3) Trade and Investment Agreements must also be subordinated to the goal of sustainable development and poverty reduction. This requires consistency among trade, development aid, and migration policies as well as dialogue among and inclusion of the relevant policy makers.
- 4) Trade and Investment Agreements should include measures to promote and strengthen respect for creation with environmental regulations and standards based upon the "precautionary principle" that safeguards the interests of future generations.

Policy Implications

- Governments and corporations should conduct (local) impact studies and risk assessments.

- 5) Trade and Investment agreements should recognize and respect national sovereignty and the legitimate responsibility of governments to safeguard the well-being of all members of society, ensure democratic participation, and exercise public stewardship.

Policy Implications

Governments should:

- preserve the integrity of publicly funded and administered health, education and government services;
- recognize the differential impact of trade and investment treaties on women, men and children and require positive measures to offset their adverse effects;
- recognize and safeguard the unpaid provision of care and nurture (e.g. education, health care, nutrition and socialization) and support the necessary social investments to strengthen family and community relationships;
- protect the right of public access to safe drinking water;
- protect the public interest and environmental integrity in public-private partnerships, privatizations, and in leases, contracts and agreements regarding the extraction of resources (e.g., mining, petroleum, hydro-electric, forestry, fishing or biological resources);
- reject investor-state dispute settlement mechanisms and prohibitions on performance requirements such as those found in Chapter 11 of the North America Free Trade Agreement;
- subordinate patents or trade related intellectual property rights to measures that would guarantee access for all to public goods, such as the compulsory licensing of generic pharmaceuticals to ensure access to life saving medicines.

6) Trade and Investment Agreements should support greater human security by building peace through governments and international institutions.

Policy Implications

Governments should:

- strengthen the work of multilateral institutions, especially the United Nations;
- require transparency in priority setting, budgeting, and decision-making by international institutions
- accelerate the control and elimination of the arms trade.

7) Trade and Investment Agreements should allow for mutually beneficial agricultural trade, protect the ability of small producers to survive and thrive, and ensure that subsidies, tariffs and non-tariff trade barriers do not harm agricultural producers in small, weaker and less-developed States. These agreements must safeguard the ability of governments to protect the interest of their people.

Policy Implications

Governments should:

- ensure the right to exclude staple foods (e.g. corn and beans) from trade agreements;
- safeguard the safety of foods;
- encourage environmentally safe and sustainable farming practices while respecting the needs and important role of local producers and their communities;
- ensure access to necessary nutritional food, particularly for the poor;
- regulate agribusiness to ensure that it contributes to the common good;
- ensure the rights and safety of farm workers and fisher folk;
- protect biodiversity, indigenous knowledge and traditional communal farming practices;
- adopt safeguards to protect against import surges;
- regulate and prohibit the importation of genetically modified organisms (GMOs), including food aid, until proven safe.

8) Trade and Investment Agreements should ensure greater corporate social responsibility and accountability.

Policy Implications

Governments should:

- provide for effective regulation and compliance to ensure respect for human rights, adherence to international labour standards, and practices that safeguard the global environmental commons;

- enforce corporate charter obligations to contribute to the public interest;
- prohibit the commodification of life forms.

9) Trade and Investment Agreements should be reached through transparent negotiations and provide for greater participation by civil society in the negotiation, implementation, and monitoring of their performance.

10) Trade and Investment Agreements should incorporate genuine special and differential treatment for small, weaker and less developed states that require long-term special exemptions.

11) Trade and Investment Agreements must permit the stabilization of agricultural and mineral commodity prices at remunerative levels through arrangements, such as supply management commodity agreements, in order to reverse the deterioration in terms of trade experienced by primary exporters.

We commend the Fair Trade concept as a good working model of a more equitable system.

12) Trade and Investment Agreements must respect the sovereign rights of peoples and nations to choose a diversity of development paths, including those based on domestic self-reliance involving minimal international exchanges.

A New Heaven and A New Earth

In God's gracious economy, there is enough for all to enjoy abundant life if we but share. In organizing the global economy, God has entrusted us with a vocation as stewards of the common good, serving our neighbours and caring for the earth.

As people of faith and with great hope, we humbly pray that the God who created and redeemed this glorious world will create in us new hearts, filled with love for God and our neighbours. We confess our own weaknesses and shortcomings. May we learn how to reside together as members of the household of God, justly sharing the bounty of creation, and living with one another in harmony and mutual respect. May God's Spirit guide us into right relations between people and the earth, between one community and another. May God grant our leaders inspiration and wisdom, so that they might find the true paths on which we can move together to a more generous, sustainable and neighbourly today and tomorrow.

APPENDIX H**PENSION BOARD TERMS OF REFERENCE****A. GENERAL**

The United Church of Canada (the "Church") has established and maintains the Pension Plan of the United Church of Canada (the "Plan"), as Plan sponsor acting through the General Council. The Plan is a multi-employer pension plan maintained for the benefit of eligible employees of participating employers. The General Council Executive (the "GCE") is the Plan Administrator pursuant to the *Pension Benefits Act* (Ontario), and has established the Pension Board (the "Board") to support the GCE in governing, managing and operating the Plan and the assets of the Plan (the "Fund") in accordance with the provisions set out below.

B. SCOPE OF RESPONSIBILITIES OF THE BOARD

To carry out its mandate to support the GCE in governing, managing and operating the Plan and the Fund, the Board has the responsibilities listed below.

1. Plans Subject to the Authority of the Board

The Board's pension-related authority applies solely to the Plan and the Fund.

Commentary: The GCE is fully responsible for the governance, management and operation of any retirement plans other than the Plan (i.e., the registered pension plan). This includes supplementary plans (whether funded or unfunded) which are intended to provide benefits in excess of those provided by the Plan.

2. The Board's General Governance Responsibilities

The Board's general governance responsibilities are as follows:

- (a) to recommend to the GCE, for its approval, the pension governance system and any changes thereto;
- (b) to recommend to the GCE, for its approval, appointments to the Board as specialists, GCE reps and members at large, all as defined in Section E;
- (c) to recommend to the GCE, for its approval, governance policies necessary for the effective governance of the Plan and any changes thereto¹;
- (d) to initiate, periodically and at the Board's discretion, an assessment of the performance of various elements and governance policies, and the effectiveness of these elements and policies in guiding the handling of functions by the Board and its committees; and
- (e) to review:
 - (i) compliance with all policies adopted by the Board and the GCE and compliance with legislation;
 - (ii) compliance with all applicable Codes of Conduct (e.g., Church, Plan, Fund and the Association for Investment Management Research ("AIMR")); and
 - (iii) compliance with the Board's terms of reference.

Commentary: The GCE continues to be responsible for overseeing all aspects of the Plan and the Fund, as well as the activities of its delegates (i.e., the Board). Throughout these terms of reference, "oversee" or "oversight" means to supervise at a strategic level by establishing and following procedures to ensure the satisfactory performance of functions which have been delegated and to act, as necessary, on information provided.

3. The Board's Plan Design Responsibilities

The Board's responsibilities with respect to the design of the Plan are as follows:

- (a) to recommend to the GCE, for its approval, plan design beliefs and principles and any changes thereto;

¹ Governance policies refer to four categories of policies; namely, member selection criteria (currently set out in Section F), orientation and ongoing education policies and guidelines (currently required in Section J), reporting policies (currently set out in Section K) and periodic performance review policies (currently set out in Section L).

- (b) to recommend to the GCE, for its approval, the establishment of any new retirement arrangements or termination of the existing Plan;
- (c) to approve amendments to the Plan (other than those necessitated by the GCE's decisions pursuant to Section 3(a) and 3(b));
- (d) to ensure that documents and reports relating to plan design and amendments thereto required by applicable legislation are filed with the regulators; and
- (e) to assess new ideas for plan design.

4. ***The Board's Funding Responsibilities***

The Board's responsibilities with respect to the funding of the Plan are as follows:

- (a) to recommend to the GCE, for its approval, funding beliefs and principles and any changes thereto;
- (b) to approve the Plan's funding policy and any changes thereto;
- (c) to appoint the actuary and sign all related contracts;
- (d) to approve the economic, financial and demographic assumptions and the methods employed to calculate the value of the Plan's assets and liabilities and any changes thereto;
- (e) to monitor and evaluate the consistency of the Plan's funded status with the funding policy and the consistency of the contributions deposited to the Fund with the recommendations in the Actuarial Valuation Report;
- (f) to approve the Actuarial Valuation Reports and Cost Certificates;
- (g) to approve the taking of any contribution holiday; and
- (h) to ensure that documents and reports relating to funding required by applicable legislation are filed with the regulators.

5. ***The Board's Financial Controls Responsibilities***

The Board's responsibilities with respect to the financial controls of the Plan are as follows:

- (a) to appoint the Plan's custodian/trustee of the Fund and the Plan's auditor and sign all related contracts;
- (b) to approve the audit plan for the financial statements of the Plan/Fund, as applicable;
- (c) to accept the audited financial statements for the Plan/Fund, as applicable;
- (d) to respond to the auditor's recommendations; and
- (e) to receive and approve the Auditor's independence letter.

6. ***The Board's Operating Expense Responsibilities***

The Board's responsibilities with respect to the Plan's operating expenses are as follows:

- (a) to approve the annual budget for the payment of Plan and Fund operating expenses from either the assets of the Plan or of the Church;
- (b) to approve the chargeback expense policy for the Plan; and
- (c) to monitor and evaluate expense performance relative to the budget.

7. ***The Board's Investment Responsibilities***

The Board's responsibilities with respect to investing the Fund are as follows:

- (a) to recommend to the GCE, for its approval, investment beliefs and principles and any changes thereto;
- (b) to approve investment policies and any changes thereto;
- (c) to appoint investment managers and other investment-related advisers and service providers and to sign all related contracts;
- (d) to monitor and evaluate the investment performance of the fund and investment managers relative to investment objectives and mandates;
- (e) to monitor and evaluate the performance of external investment agents and their compliance with contracts, mandates and applicable legislation;
- (f) to monitor the allocation of new funds to the investment managers and the rebalancing of asset mix relative to the rebalancing policies adopted by the Board;
- (g) to monitor and evaluate the voting of proxies;
- (h) to ensure that documents and reports relating to investments required by applicable legislation are filed with the regulators; and

- (i) to assess new ideas for investment.

8. ***The Board's Plan Administration, Legal and Communications Responsibilities***
The Board's responsibilities with respect to the administration, legal and communications aspects of the Plan are as follows:

- (a) to approve Plan administration policies and any changes thereto;
- (b) to approve communication policies and any changes thereto;
- (c) to appoint external agents that provide plan administration services, such as a third-party administration service provider(s), consultants and legal advisers and sign all related contracts;
- (d) to monitor and evaluate the performance of the external agents engaged to provide administration services to the Plan and their compliance with contracts, mandates and applicable legislation;
- (e) to oversee the calculation and remittance of contributions;
- (f) to oversee routine Plan communications to Plan members, their spouses and beneficiaries, participating employers and relevant regulators;
- (g) to approve non-routine Plan communications to Plan members, their spouses and beneficiaries, participating employers and relevant regulators;
- (h) to approve Plan interpretations and appeals;
- (i) to oversee the maintenance of member records and the enrolment of eligible members;
- (j) to approve and monitor Plan administration service standards;
- (k) to oversee eligibility requirement waivers;
- (l) to oversee the administration of participating employers;
- (m) to ensure that documents and reports relating to the Plan's administration required by applicable legislation are filed with the regulators; and
- (n) to assess new ideas for Plan administration.

9. **Delegation by the Board**

The Board may delegate the performance of certain functions to others internally or externally as it sees fit and may establish such committees, working groups or other bodies as it deems necessary from time to time. Where the Board has seen fit to delegate in accordance with this paragraph in order to meet its responsibilities, the Board will oversee the performance of such external or internal agents, advisors, committees and staff with pension responsibilities.

C. OBJECTIVES OF THE BOARD

- 1. To safeguard the assets of the Fund.
- 2. To support the Church's human resources objectives through the design and operation of the Plan.
- 3. To comply with plan design, funding and investment beliefs and principles and any other objectives that have been set by the GCE from time to time.

D. OPERATING GUIDELINES FOR THE BOARD

In the pursuit of its objectives, the Board will at all times:

- 1. comply with applicable legislation;
- 2. comply with the terms of the Plan, all relevant policies adopted by the Church, the GCE and the Board;
- 3. utilize only methods and processes which are prudent and exercise the care, diligence and skill that a person of ordinary prudence would exercise in dealing with the property of another person;
- 4. use any special and relevant knowledge and skill that members of the Board possess or, by virtue of their profession, business or calling, ought to possess;
- 5. maintain legal title to all assets of the Plan in the name of, or for the account of, the Plan;
- 6. maintain the integrity of financial reporting and administration systems and associated records;
- 7. utilize methods or processes that fulfill fiduciary obligations arising from the Plan; and
- 8. act in the best interests of the Plan members at all times when making decisions of a fiduciary nature (namely, in the areas of investment, administration and compliance), but also take into

consideration the broader interests of the Church and participating employers when making "employer" decisions (namely, in the areas of plan design and funding).

E. BOARD COMPOSITION

1. The Board will consist of nine to eleven members.
2. The GCE will appoint at least 5 members to the Board each of whom possesses one or more of the attributes described in Section F.1(b) (the "specialists").
3. The GCE will appoint one member from the MEPS Permanent Committee to the Board (the "MEPS rep").
4. The GCE will appoint at least one (and no more than two) members to the Board who are also members of the GCE (the "GCE rep(s)").
5. The GCE will appoint at least two (and no more than three) other members to the Board (the "members at large").
6. Board members will serve for a term of three years. The maximum number of terms that may be served consecutively by members is three. Appointments will be reviewed every August by the Board. Wherever possible, the appointments of the GCE reps and the MEPS rep will be co-ordinated with the GCE's three-year cycle. Further, wherever possible, terms should rotate in such a manner as to promote continuity on the Board.
7. The GCE will appoint the Chair of the Board. The Chair's appointment will be for a two-year term, unless otherwise resolved by the GCE.

F. BOARD MEMBER SELECTION CRITERIA AND APPOINTMENT PROCESS

1. Specific Selection Criteria.
 - (a) No person shall be eligible to serve as a Board member if he or she is a member of the General Council Office staff.
 - (b) Each specialist must possess at least one of the following attributes:
 - i) possess skills, knowledge, experience and expertise related to investment concepts and principles applicable to pension plans (preferably an actively employed or recently retired senior investment professional or senior business executive); or
 - ii) possess skills, knowledge, experience and expertise related to actuarial concepts and principles applicable to pension plans (preferably an actively employed or recently retired actuary); or
 - iii) possess skills, knowledge, experience and expertise related to legal concepts and principles applicable to pension plans (preferably an actively employed or recently retired lawyer); or
 - iv) possess skills, knowledge, experience and expertise related to human resources concepts and principles applicable to pension plans (preferably an actively employed or recently retired human resources professional or consultant); or
 - v) possess skills, knowledge, experience and expertise related to pension governance concepts and principles.

It is the intention of the GCE to appoint members to the Pension Board who possess, in the aggregate, all the skills, knowledge, experience and expertise referenced in this 1(b).

- (c) In addition to seeking the expertise referenced in 1(b) above, the GCE should aim for a balanced slate based on gender and geographic and ethno cultural perspectives in making appointments to the Board, particularly in the appointment of the members at large.

2. General Selection Criteria

A member of the Board is expected to:

- (a) participate in all Board meetings;
 - (b) be available, dedicated and willing to invest the time to be educated and otherwise obtain the knowledge necessary to discharge his or her obligations as a Board member;
 - (c) be willing to submit to, and clear, background checks concerning conflicts of interest, criminal record or civil suits and credit history; and
 - (d) be bondable.

3. Focus of Board

All members of the Board should focus on strategic issues and avoid performing work that is the responsibility of other groups, including managerial and operational responsibilities assigned to Church staff.

4. Appointment Process

- (a) All appointments will be made by the GCE.
- (b) Specialists and members at large will be nominated for appointment to the Board by the GCE or members of the Board.
- (c) The MEPS rep will be nominated for appointment to the Board by the GCE or the Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS).
- (d) Nominations and appointments may be made in advance of known vacancies, to be effective when the vacancy occurs.
- (e) If the number of members of the Board at any point in time is less than nine, the GCE will appoint the number of members necessary to achieve at least nine and such appointments will be made in accordance with the requirements of Sections E and F.

G. RESIGNATION, TERMINATION AND REMOVAL OF BOARD MEMBERS

1. A member may resign from the Board by notifying the Chair in writing. In the event of the resignation or removal of a member, the Chair shall immediately commence the appointment process to fill the vacancy.
2. The Board membership of the member will be automatically terminated on:
 - (a) the date the member's term expires, subject to subparagraph 4 below;
 - (b) the death of the Board member;
 - (c) the date it is determined that the member is unable to fulfill his/her duties by reason of physical or mental incapacity; or
 - (d) the date the member's appointment is revoked by the GCE for issues of poor performance, conflict of interest or any other reason that the GCE deems has interfered with the Board member's ability to make a meaningful contribution to the Board.
3. In the event the Chair resigns by notifying the GCE in writing, is incapacitated or removed by the GCE, the GCE will appoint a new Chair as soon as possible.
4. The membership of a specialist or a member at large reaching the end of each of his or her first two consecutive terms will be automatically renewed for another term, unless such member advises the Chair of his or her intention to resign at the end of the term. The membership of the GCE reps and the MEPS rep can only be renewed upon formal re-appointment by the GCE.

H. BOARD MEMBER REMUNERATION

1. Board members are entitled to re-imbursement from the Fund of reasonable expenses incurred personally in the conduct of their duties, in accordance with the Board's expense chargeback policy.
2. Board members are not entitled to compensation, in addition to their normal compensation as employees, for the time spent on the conduct of their duties.
3. Board members may be paid an honorarium out of the Fund as determined by the GCE, the amount of which will be reasonable in relation to the duties and obligations of the Board members.

I. OPERATING/PROCESS POLICIES

1. The Board will meet at least four times a year and the Board will adopt meeting processes and procedures.

2. A meeting will be properly constituted only if at least five of the members are present in person or participating by means of a telephone or video conference hook-up or other comparable technology. No proxies will be permitted at any time.
3. No motion at a meeting will be adopted unless it receives an affirmative vote from a majority of the Board members participating in the meeting. Should a motion be proposed by circulating hard copies, use of e-mail, web thread or comparable technologies outside of a meeting, it will not be adopted unless it receives an affirmative vote from a majority of all Board members.
4. In the event the Chair cannot attend a particular meeting of the Board, the remaining members present will appoint a member to act as interim Chair for the purposes of that meeting.
5. Minutes will be prepared in draft form and provided to the Board for verification and approval at the following meeting. Church staff will be assigned to take minutes at the meeting and act as Secretary to the Board.
6. The Board will adopt a forward agenda to assist in preparing agendas for each of its meetings.
7. The Board, where necessary, will develop supplementary code of conduct policies and guidelines that will apply to its pension activities and the activities of its delegates.
8. The Board will adopt, from time to time, any additional operating/process policies it deems necessary for the efficient and effective discharge of its obligations under these Terms of Reference.

J. ORIENTATION AND ONGOING EDUCATION POLICIES AND GUIDELINES

The Board will develop, for the approval of the GCE, policies regarding orientation of Board members and ongoing education policies and guidelines for its members.

K. REPORTING POLICIES AND GUIDELINES**1. Reporting by the Board**

Because the GCE retains the responsibility to oversee its delegates (the one responsibility that the Plan Administrator cannot delegate to others), it is necessary for it to receive information from the Board to enable the GCE to discharge those oversight responsibilities.

The Board will provide an annual report to the GCE, at each regular fall meeting of the GCE. The report will address:

- (a) recommendations regarding any changes to plan design beliefs and principles;
- (b) recommendations regarding any changes to funding beliefs and principles;
- (c) recommendations regarding any changes to investment beliefs and principles;
- (d) any changes in the Statement of Investment Policies and Procedures;
- (e) the investment performance of the Fund;
- (f) the previous year's audited financial statements for the Plan;
- (g) any changes in the Plan's auditor, actuary and external legal counsel;
- (h) any material administration activities, including a change from third-party to internal administration or vice versa;
- (i) administration services performance as measured against service standards;
- (j) information regarding the funded status of the Plan, including the actuarial valuation report or any updates since the last valuation and any material changes in funding assumptions;
- (k) any amendments to the Plan since the previous report;
- (l) compliance;
- (m) the results of any pension governance reviews referred to under Section B.2(d);
- (n) any other information that the GCE requests to be reported by the Board; and
- (o) any other information that the Board feels is appropriate.

The annual report will be in the form of an executive summary and will include a compliance certificate to be signed by the Chair of the Board on behalf of the Board members.

2. **Reporting to the Board**

Because the Board retains the responsibility to oversee its delegates, it is necessary for it to receive adequate and timely information from those to whom it has delegated the performance of pension-related functions to enable the Board to discharge those oversight responsibilities. Consequently, the Board will establish its own reporting policies and guidelines, describing what information it needs from what parties, how often and in what format.

L. PERIODIC PERFORMANCE REVIEW

In addition to the annual reports received from the Board (as outlined under Section K), it is necessary for the GCE to periodically evaluate the performance of its delegates in order to discharge its responsibility to oversee its delegates. At least every five to seven years, the Plan's pension governance system, including the performance of the Board, will be reviewed.

M. COMMUNICATIONS POLICY

Given the importance of communication with Plan members and other stakeholders, the Board will adopt a communications policy.

APPENDIX I**THE UNITED CHURCH OF CANADA****STATEMENT OF POLICY
FOR THE COMBINED
UNITED CHURCH RESERVE FUND AND THE STABILIZATION FUND****(Approved by the Executive of General Council, April 26-29, 1996)****HISTORY**

The United Church Reserve Fund has been used to accumulate unbudgeted income that has no specifically designated beneficiary, such as legacies, income from estates and residues from matured annuity contracts. Investment income has been earned on the balance. Over the years, the Fund has been used to support the unified budget and to fund certain specialized projects, not covered in the regular budgeting process. It funds officers' housing loans and other items, such as the General Council Executive Project Fund.

The Stabilization Fund was established in the 1970's to fund the work of the United Church in years when income falls short of expenditures. The Fund has been supplemented, from time to time, by transfers from the United Church Reserve Fund and, in recent years, it has primarily existed on these transfers and from the pooled investment income earned on its balance. In recent years, the Fund has been depleted by either budgeted draws or draws to cover annual deficits.

Both Funds are now at such reduced levels that amalgamation of the two Funds was deemed appropriate by the former Division of Finance, at its 1995 Annual General Meeting. A statement of policy for the new United Church Reserve Fund is proposed.

POLICY FOR THE UNITED CHURCH RESERVE FUND**Purpose**

The United Church Reserve Fund ("Fund") will be used to accumulate unbudgeted income that has no specifically designated beneficiary, such as legacies, income from estates and residues from matured annuity contracts. It will earn investment income on its balance.

It will be used:

- a) to support the unified budget, either by way of planned draws **for specific purposes** or, where appropriate, by covering deficits **arising from unusual or extraordinary occurrences**;
- b) to provide funds, on a planned basis, to support those projects, approved by the General Council or its Executive, that are deemed to be appropriately funded by the Fund; and
- c) to provide funds for the officers' housing loans.

Reasonable Balance

The Church will endeavour to maintain a reasonable balance in the Fund to ensure that there are sufficient funds available to meet future commitments from that source.

A reasonable balance is defined as the total of:

- a) the largest annual amount committed from the Fund to supplement the budget, in the three years immediately preceding the budget year. This will include committed draws, as well as draws required to cover any year-end deficits.
- b) the average over the three preceding years, ending with the last completed fiscal year, of other amounts regularly committed from the Fund, such as the General Council Executive Project Fund and officers' housing loans.

The Fund will be subject to a minimum balance of **the greater of \$5,000,000 and an amount equal to 2/12ths of the annual Mission and Service Fund objective for the following year**, at all times. If, at any time, the balance should fall below this minimum, the fund will be replenished up to the minimum level by a draw on a future year's budget, no later than the year following the budget year under review.

Amount Available

The amount available from the Fund, to supplement the budget under review, will be the actual average sum of bequests, matured annuities and pooled investment income earned over the five preceding years, ending with the last completed fiscal year. The amount so calculated, when deducted from the Fund, should not encroach on the reasonable balance remaining, as defined above.

Process of Approval

The Permanent Committee on Finance will recommend to the General Council Executive, for its approval, the amount to be allocated from the Fund

- a) to supplement the budget under review
- b) as a transfer to the General Council Executive Project Fund.
- c) to cover an existing deficit due to **unusual or extraordinary occurrences**.

The funding of existing deficits from the Fund will not be automatic. In developing its recommendation, the Permanent Committee on Finance will consider the circumstances giving rise to the deficit, as well as the feasibility of funding that deficit by alternative means. **In this regard the Permanent Committee on Finance will follow the guidelines outlined in the document "Process for Developing Recommendations to Fund Spending Units' Deficits" as approved by the Executive of General Council April 28 to May 1, 2000.**

The funding of other projects and third parties, either by loan or by grant, from the Fund will be discouraged, in order to preserve the Fund for its intended purpose. Should the balance in the Fund be at risk of falling below **its specified minimum balance**, draws for all items must be prioritized.

Estimate of Future Receipts (for budgeting purposes)

Future Fund receipts will be estimated on the basis of the average of the actual receipts of bequests, matured annuities and pooled investment income over the five years, ending with the last completed fiscal year. Alternative bases to forecast receipts may be proposed by the Executive Officer, Financial Services, subject to the approval of the Permanent Committee on Finance.

INTEGRATION OF THE UNITED CHURCH RESERVE AND THE STABILIZATION FUND

Motion: Mollie Williams/Helen Chisholm

THAT the Executive of General Council approve the integration of the United Church Reserve and the Stabilization Fund, and

THAT the integrated fund be governed by the following policy:

Purpose

The United Church Reserve Fund ("Fund") will be used to accumulate unbudgeted income that has no specifically designated beneficiary, such as legacies, income from estates and residues from matured annuity contracts. It will earn investment income on its balance.

It will be used:

- a) to support the unified budget, either by way of planned draws or, where appropriate, by covering deficits in years when expenditures exceed income;
- b) to provide funds, on a planned basis, to support those projects, approved by the General Council or its Executive, that are deemed to be appropriately funded by the Fund; and
- c) to provide funds for the officers' housing loans.

Reasonable Balance

The Church will endeavour to maintain a reasonable balance in the Fund to ensure that there are sufficient funds available to meet future commitments from that source.

A reasonable balance is defined as the total of:

- a) the largest annual amount committed from the Fund to supplement the budget, in the three years immediately preceding the budget year. This will include committed draws, as well as draws required to cover any year-end deficits;

- b) the average over the three preceding years, ending with the last completed fiscal year, of other amounts regularly committed from the Fund, such as the General Council Executive Project Fund and officers' housing loans.

The Fund will be subject to a minimum balance of **\$5,000,000**, at all times. If, at any time, the balance should fall below this minimum, the fund will be replenished up to the minimum level by a draw on a future year's budget, no later than the year following the budget year under review.

Amount Available

The amount available from the Fund, to supplement the budget under review, will be the actual average sum of bequests, matured annuities and pooled investment income earned over the five preceding years, ending with the last completed fiscal year. The amount so calculated, when deducted from the Fund, should not encroach on the reasonable balance remaining, as defined above.

Process of Approval

The Division of Finance, at its annual general meeting, will recommend to the General Council Executive, for its approval, the amount to be allocated from the Fund

- a) to supplement the budget under review
- b) as a transfer to the General Council Executive Project Fund.
- c) to cover an existing deficit due to an income shortfall or expenditure overrun.

The funding of existing deficits from the Fund will not be automatic. In developing its recommendation, the Division of Finance will consider the circumstances giving rise to the deficit, as well as the feasibility of funding that deficit by alternative means.

The funding of other projects and third parties, either by loan or by grant, from the Fund will be discouraged, in order to preserve the Fund for its intended purpose. Should the balance in the Fund be at risk of falling below \$5,000,000, draws for all items must be prioritized.

Estimate of Future Receipts (for budgeting purposes)

Future Fund receipts will be estimated on the basis of the average of the actual receipts of bequests, matured annuities and pooled investment income over the five years, ending with the last completed fiscal year. Alternative bases to forecast receipts may be proposed by the General Secretary of the Division of Finance, subject to the approval of the Division's Executive.

Carried

The policy came into effect in January 1997.

APPENDIX J

MISSION & SERVICE OPERATING FUND

HISTORY

The United Church Reserve Fund has been used to accumulate unbudgeted income that has no specifically designated beneficiary, such as legacies, income from estates and residues from matured annuity contracts as well as legacies, income from estates and residues from matured annuity contracts designated to the Mission and Service Fund. Investment income has been earned on the balance. Over the years, the Fund has been used to support the unified budget (both through planned draws and funding of year end deficits) and to fund certain specialized projects, not covered in the regular budgeting process. It funds officers' housing loans and other items, such as the General Council Executive Project Fund.

In November 1999 the Executive of General Council passed the following motion:

"That effective fiscal year 2000, there be no additional draws from the UCC General Reserve Fund, except to fund those costs currently projected, including costs associated with the Port Alberni and other residential school cases, unless and until otherwise directed by the GCE."

As a result, commencing in 2001, draws in support of the Unified Budget ceased.

In order that the wishes of donors of legacies, income from estates and residues from matured annuity contracts designated to the Mission and Service Fund can continue to be honoured, in times when the Fund is frozen or no draws in support of the Unified Budget are planned and in order that actual year end surpluses realized can be used to benefit future budget periods it was deemed appropriate by the Division of Finance, at its 2001 Annual General Meeting to create the General CouncilMission & Service Operating Fund.

POLICY FOR THE General CouncilMISSION & SERVICE OPERATING FUND**Purpose**

The General CouncilMission & Service Operating Fund ("Fund") will be used to accumulate unbudgeted income that has as the designated beneficiary the Mission and Service Fund, such as legacies, income from estates and residues from matured annuity contracts. It will also accumulate actual year end surpluses or deficits resulting from the annual Mission and Service Fund gifts campaign as well as surpluses or deficits arising from Spending Unit results. (See process below). The Operating Fund will be used to support the unified budget, by way of planned annual draws. The objective of these draws will be to equalize the effects of actual results of one year on subsequent budgets. These draws will be calculated as follows:

- At the end of each year the net total of unbudgeted designated gifts, surpluses or deficits on the annual Mission and Service Fund gifts campaign and surpluses or deficits from Spending Units will be determined.
- This amount will be allocated to thesubsequent 5 budget years being considered (i.e. the actual 2000-2001 result would be allocated to the 2002 to 20062003 and future budget years).
- This process would continue each year, with the annual budget support in a given year equalling 75the sum of the allocations from the5% of the ending balance of the second preceding fiscal yearsat any given time.
- The percentage calculation was approved by the GCE at its November, 2002 meeting.

Reasonable Balance

The Fund willis never intended to accumulate any significant permanent balance but simply should be the "holding account" for unamortized balances of thepreceding 5 years' actual results. It is anticipated that the balance will approximate the total of the preceding two years M&S designated bequests at any given year end.

Process of Approval

The Permanent Committee on Finance will recommend to the General Council Executive, for its approval, the amount to be allocated from the Fund

- a) to supplement the budget under review
- b) to cover an existing deficit
- c) to change the allocation percentage when appropriate

The funding of existing deficits from the Fund will not be automatic. In developing its recommendation, the Permanent Committee on Finance will consider the circumstances giving rise to the deficit, as well as the feasibility of funding that deficit by alternative means. In this regard, the Permanent Committee on Finance will follow the guidelines outlined in the document "Process for Developing Recommendations to Fund Spending Units' Deficits" as approved by the Executive of General Council at its meeting held on April 28 - May 1, 2000.

APPENDIX K

DRAFT
THE UNITED CHURCH OF CANADA GENERAL FUNDS
STATEMENT OF INVESTMENT POLICIES & GUIDELINES

The purpose of the Statement of Investment Policies and Procedures is to govern the investment activities of the Investment Manager (Manager) and the Trustees.

The General Funds (Fund) consist of a variety of trust, endowment and reserve funds as well as non-designated funds and working capital of The United Church of Canada (Church). For investment purposes, these funds are managed on a combined basis as one portfolio.

The Fund's cash inflows are heaviest in December and January because of personal tax planning. Expenses of the Fund are more uniform throughout the year. Because the Fund is operational in nature, the size remains relatively static over time. The Fund's purpose is to provide the financial resources for the work of the National Offices of the Church.

The general investment objectives of the Fund are as follows:

- Provide sufficient income to ensure the financial objectives of the Fund are achieved
- The preservation of capital so that future commitments of the Fund may be achieved
- Liquidity within the Fund to meet the needs for unexpected cash outflows or expenditures

GENERAL INVESTMENT GUIDELINES

The Trustees recognize the desirability of socially responsible investing. At the same time, all investments made by the Manager must be prudent in nature as well as meeting all legal requirements.

The Trustees have adopted guidelines regarding social, moral and ethical issues as they pertain to the Fund (FIN-22). These guidelines are not applicable to pooled funds providing that the total of any securities which would have been excluded under the guidelines do not constitute more than ten percent (10%) taken at market values, of the pooled fund's total investment portfolio, also taken at market.

In order to satisfy the investment objectives of the Fund, it has been agreed that a balanced portfolio with a diversified set of asset classes is prudent. It has also been agreed that providing the Manager the latitude to manage the overall asset mix within prescribed guidelines would also be prudent. This combination will assist in producing the required income to meet current and preserve capital to meet future expenditures.

Eligible asset classes and asset mix parameters are as follows:

	Minimum	Benchmark	Maximum
Canadian Equities	30%	40%	50%
Income trusts	0%	5%	10%
Fixed Income	35%	50%	60%
Cash	0%	5%	10%
		100%	

SPECIFIC INVESTMENT GUIDELINES**Canadian Equities**

Investments shall be restricted primarily to dividend-paying companies that display some growth prospects as well. The dividend yield of the equity portfolio must be the same or exceed that of the S&P/TSX60. No more than 10% of the market value of the Canadian equity portfolio shall be invested in any one holding.

Income Trusts

Investments shall be restricted to Canadian income trusts. No more than 10% of the market value of the income trust portfolio shall be invested in any one holding.

Fixed Income

Investments are restricted to bonds, debentures or other debt instruments issued by the Canadian government, its provinces as well as corporations with a minimum credit rating of 'BBB'. No more than 5% of the market value of the fixed income portfolio shall be invested in any one non-government entity. Investments shall be restricted to Canadian dollar denominated securities.

	Minimum	Maximum
Canadas	25%	100%
Provinces	0%	50%
Municipalities	0%	5%
Total Government	40%	100%
Corporations		
A or better	0%	50%
BBB	0%	10%
Duration	SCM Universe – 1yr	SCM Universe + 1yr
Cash	0%	10%

Cash

Investments shall be restricted to demand deposits, treasury bills, short-term notes and bankers' acceptances, term deposits, and guaranteed investment certificates having a term to maturity of less than or equal to one year. All cash investments shall have a minimum rating of R1 by the Dominion Bond Rating Service (DBRS) or equivalent.

RESPONSIBILITIES OF THE INVESTMENT MANAGER TO THE TRUSTEES

- The Manager shall actively manage the portfolio within the prescribed asset mix parameters and be sensitive to the investment objectives of the Fund.
- They will meet with the Trustees annually to present an analysis of the investment performance and to describe their current and future investment strategies with respect to the Fund.
- Prepare quarterly written reports along with a certificate attesting to their compliance with the Fund's SIP&G.
- Bring to the attention of the Trustees any provisions within the SIP&G that may need to be revised due to new investment strategies or structural changes in the capital markets
- Govern themselves by the Code of Ethics and standards of Professional Conduct of the Association for Investment Management and Research

PORFTOLIO BENCHMARK

The Fund will be measured against a blended benchmark:

- 40% of the S&P/TSE60
- 50% of the Scotia Capital Universe Bond Index
- 5% of the Scotia Capital Total Return Income Trust Index
- 5% of the Scotia Capital 91 Day Canadian Money Market

Given socially responsible investment practices are an integral part of the investment process, it is possible the Fund will be disadvantaged in absolute returns as a result of the exclusion of certain securities. It is the responsibility of the Manager to bring these items to the attention of the Trustees and where possible to quantify the impact on the Fund's investment return.

PORFTOLIO PERFORMANCE

The primary objective for a manager with an active mandate shall be to attain or exceed the annualized return of the benchmark. For the purposes of measuring the performance of the

Manager, all returns will be measured before investment management fees, but after transaction costs. Rolling four-year periods will evaluate the Manager's long-term performance.

THE UNITED CHURCH OF CANADA SOCIAL AND ENVIRONMENTAL SCREENING CRITERIA

I INTRODUCTION

This document presents a set of screening criteria to be applied to the pension and general funds of The United Church of Canada (the 'Church'). The criteria reflect the general principles on social investment stated in the Church Pension Fund's *Statement of Investment Policies and Procedures*, and are designed to be practical enough to provide clear guidance to the managers of the Church's funds. The criteria are intended to honour the Church's desire to invest its funds in a manner consistent with both its values and mission, and the fiduciary responsibilities of the trustees of the funds.

Section II describes briefly the analytical framework of the screening criteria, and **Section III** presents the criteria themselves.

II ANALYTICAL FRAMEWORK

The screening criteria stated below are of two basic types: **qualitative criteria** and **exclusionary criteria**.

Qualitative criteria are applicable in issue areas such as employee relations and environment, in which it is possible for a company to perform both positively and negatively. It is therefore possible to implement *positive screening criteria* – that is, screening criteria designed to select companies with desirable attributes – as well as *negative screening criteria* – that is, criteria designed to screen out companies with undesirable attributes. The application of qualitative criteria in each issue area is generally based on an overall assessment of a company's performance, both positive and negative, in that area.

In all of the issue areas below except "Product" there are both positive and negative screening criteria. The inclusion of positive screening criteria reflects one of the goals of the Church as well as most social investors, which is to focus not only on screening out companies with poor records, but also on encouraging positive social performance by "screening in." The positive screening criteria below use the language of "seek to invest" in order to clarify that managers are not bound to adhere strictly to such criteria.

Exclusionary criteria, in contrast, are applicable to products and/or services that social investors may wish to avoid. All of the criteria in the "Product" area are exclusionary.

Some of the criteria below, especially the exclusionary criteria, include a threshold pertaining to a company's revenues. A company will be considered to have met a given criterion if it has achieved the specified threshold in two of its last three fiscal years.

The Best-of-Sector Methodology

Criteria in two areas – specifically, occupational health and safety and environmental performance – are based on a *best-of-sector* (BoS) approach, in which each company's record is evaluated in relation to that of its industry counterparts. The standard for performance is the best practices in its industry.

The Church uses the Best of Sector (BoS) approach to evaluate safety and environmental records because, in both of these areas, companies in certain sectors face challenges that are inherent to the nature of the operations of their sector. For example, a company within the forestry sector is not expected to eliminate all negative environmental impact, because it is measured against the standard of best practices in its sector.

The BoS approach is incorporated into the Church's investment screening criteria for two reasons. First, it is economically prudent. By evaluating each company in relation to its industry counterparts, the Church can avoid making whole industries ineligible for investment, and can therefore continue to invest in companies across all industries of the economy.

Secondly, and equally important, the BoS approach is consistent with one of the general goals of social investment, which is to effect positive social change. The BoS approach facilitates engagement with companies in sectors that have a high level of exposure to certain safety or environmental issues. It sends the message to such companies that they are not expected to be "perfect" (ie. to eliminate all safety concerns or environmental impact). Instead they are expected to adhere to the best practices of their industry, and if they do so they will be eligible for investment. Thus the BoS approach can provide an incentive for companies in industries facing safety and environmental challenges to improve their performance.

III SCREENING CRITERIA

The screening criteria are organized as follows:

1. Business Practices
2. Community
3. Employee Relations
4. Environment
5. Product:
 - Product Safety
 - Alcohol
 - Gaming
 - Pornography
 - Tobacco
 - Weapons

Business Practices

Positive screening criteria

The Church will seek to invest in companies that:

- have a written/formal code of ethics or business conduct, as well as mechanisms to ensure compliance with the code, such as training for all employees, an annual review and sign-off on the code by all employees, etc.

Negative screening criteria

The Church will avoid investing in any company that:

- has engaged in fraudulent, deceptive, or highly controversial marketing or advertising practices.
- has been convicted or paid recent fines or civil penalties related to price fixing, antitrust violations, or illegal insider trading.

Community

The word "community" refers primarily to the residents of local communities in which a company operates. In the case of many resource companies in Canada, this often means local First Nations communities upon whose traditional land a company is operating. The word "community" may also refer to the larger areas, such as a province or nation, to the extent that society in such larger areas is affected by a company's operations.

Positive screening criteria

The Church will seek to invest in companies that:

- contribute directly to the development of communities in which they operate.

Negative screening criteria

The Church will avoid investing in any company that:

- has ignored or failed to take into account the needs and interests of communities affected negatively by its operations or planned operations. Evidence of such failure may be found in a lack of engagement in public consultation, especially in the face of community opposition, or in fines, civil penalties, or civil suits related to the company's activities.
- has ignored or failed to take into account the needs, interests, and rights of aboriginal communities affected by its operations or planned operations.

- has been implicated, through its international operations, in the violation of human rights.
- ~~has operations in Burma.~~

In applying criteria in the area of human rights, the Church employs a *company-specific* rather than a *country-specific* approach. It does so on the grounds that, even in the context of countries governed by oppressive regimes, it is generally possible for companies to have either a positive impact or a negative impact. It is therefore important to view the social record of each company individually. This approach also recognizes that it would be financially imprudent to screen out all companies that have operations in any country that has a poor human rights record.

There can be exceptions to this approach. In some cases human rights violations may be so extreme that no investment is appropriate. ~~The Church views Burma as such a country, and therefore screens out companies with operations there.~~

Employee Relations

Positive Screening Criteria

The Church will seek to invest in companies that:

- offer good benefits packages to their employees. In addition to basic benefits, this may include programs to encourage employee ownership (through stock option or share purchase plans), profit sharing plans, and the extension of spousal benefits to the same-sex partners of gay and lesbian employees.
- have implemented policies and management systems to ensure the health and safety of their employees.

Negative screening criteria

The Church will avoid investing in any company that:

- provides inadequate benefits to its employees.
- has a health and safety record that is poor relative to its industry counterparts.
- is involved directly or through its major suppliers in the use of child, prison, or "sweatshop" labour.
- has faced major controversies or legal action related to discrimination in the workplace or employment equity issues.

Environment

Positive screening criterion

The Church will seek to invest in companies that have a good environmental record relative to their industry counterparts.

Negative screening criterion

The Church will avoid investing in companies whose environmental performance is among the worst in their industry.

In assessing each company's environmental performance, consideration will be given to the following elements:

- environmental management and reporting systems.
- the company's record of compliance with applicable environmental laws, regulations, and operating permits.
- methods of use/extraction of natural resources (includes consideration of use of recycled materials in production processes, the use of alternative energy sources, or resource extraction methods that minimize environmental impact).
- level of emissions of hazardous or toxic substances or substances that increase the threat of climate change or contribute significantly to ozone depletion or the formation of acid rain.
- impact on natural ecosystems, including the health and viability of wildlife populations (includes consideration of development projects or other planned operations that are likely have such an impact).
- measures to reduce the environmental impact of operations (includes consideration of reductions in the use and/or release of toxins, hazardous substances, and other pollutants).

- the impact of the company's product (includes consideration of the provision remediation or other environmental services, or products with environmental benefits, as well as the manufacture of products, such as pesticides or other harmful chemicals, that have a negative impact on the environment).
- the company's public stance regarding major environmental issues.

Product

The Church will avoid investing in companies that meet any of the following criteria:

Product Safety

- One or more of the company's products, though used responsibly and for their intended use, have caused life-threatening injuries, illness, or death. Or, major lawsuits or regulatory actions allege that the company's products have caused such injury.

Alcohol

- The company is directly involved in the production of alcoholic beverages.
- The company derives 10% or greater of revenues from activities related to the production of alcoholic beverages.

Gaming

- The company is directly involved in the gaming or lottery industries.
- The company derives 10% or greater of revenues from the production of goods and services related to gaming or lottery industries.

Pornography

- The company is directly involved in the pornography industry.

Tobacco

- The company manufactures tobacco products.
- The company derives 10% or greater of revenues from activities closely associated with the production of tobacco products.

Weapons

- The company develops and/or manufactures weapons.
- The company manufactures weapons delivery systems (such as jet fighters, battleships, military submarines, tanks, and armoured personnel carriers).
- The company derives more than 2% of its annual revenues from the design and/or manufacture of highly specialized components of weapons.
- The company derives more than 25% of its annual revenues from the design and/or manufacture of components/parts for weapons or weapons delivery systems.
- The company derives more than 25% of its annual revenues from the provision of support services for weapons delivery systems, such as the repair and overhaul jet fighters, military flight training services, etc.

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APPENDIX L**TRUST AND ENDOWMENT FUNDS****BACKGROUND**

The previous "Division" structure of the Church assigned specific governance responsibilities to particular Divisions. These responsibilities included the receiving, tracking, monitoring and expenditure of designated funds related to the work of the particular Division. The Divisions were the legal "owners" of these funds and the legal successor to preceding structures performing the same or similar functions.

With the recent re-structuring and the shift of governance responsibilities from individual units, several tasks became clear:

- A legal successor for preceding structures had to be identified
- Processes that ensured that the legal successor could meet its trustee responsibilities had to be identified
- Processes that ensured that the appropriate use of designated funds, and reporting on those uses had to be identified.

These tasks were named by several groups in the design, restructuring and implementation processes.

Within the re-structuring and transition process, a staff grouping including representatives from the program units (administering the programs that designated funds might support) and Financial Services, were asked to oversee the church's trusts and endowments for the interim.

As part of this process the Staff Program Co-ordinating Group (SPCG) asked Financial Services representatives to prepare a database listing of all the trusts & endowments held by the church, their designation, current balance, restricted capital and other relevant information. That database has been prepared.

After reviewing the database SPCG requested small staff working groups to prepare recommendations on the following issues:

1. Legal succession
2. Recommendations on a reasonable mechanism for monitoring, expending and reporting on trusts, endowments and other designated funds, including an appropriate annual draw to support the operating budget
3. Recommendations (on a case by case basis) for the disposition of endowments with restricted capital less than \$5,000

Staff Recommendations**1. Legal Succession**

The Executive of the General Council is the legal owner of all the previous Divisions.

2. Monitoring, expending and reporting on trusts, endowments and other designated funds

For the Church to ensure that it meets its "trustee" responsibilities, it must establish clear processes for decision-making that ensure designated funds are used appropriately.

Recommended Process:

Decision making on designated trusts, endowments and reserves (Division Reserves) will be monitored by the Permanent Committee on Programs for Mission and Ministry (PC-PMM) and the Permanent Committee on Finance (PC-FIN).

The Staff Program Co-ordinating Group (SPCG) to establish a permanent staff Working Group on Trusts and Endowments (WGTE) made up of representatives from the Program Units and Financial Services.

The WGTE to develop recommendations on an appropriate annual draw from designated trusts, endowments and reserves to support the operating budget. These recommendations must clearly link designated funds to a budget item(s) that match the designation. These draws would be based

on generally agreed principles (below) and presented to SPCG for review. The recommendation would then be forwarded to the PC-PMM and the PC-FIN.

Requests for grants or loans (i.e. support outside the operating budget) from designated trust, endowments and reserves will be made by the Units responsible for overseeing those pieces of work. (Common application forms have been developed).

Units will follow internal processes to make decision on grants and loans within the following limits:

- Up to \$5,000 for grants
- Up to \$10,000 for loans

These decisions will be reported to SPCG for information.

SPCG will make decision on these requests within the following limits:

- Up to \$30,000 for grants
- Up to \$150,000 for loans.

Amounts exceeding these limits will be forwarded to the PC-PMM and PC-FIN for review and decision.

All these decisions will be reported to PC-PMM and PC-FIN for information.

The WGTE will periodically review designated funds to ensure the church is receiving maximum benefit. Recommendations resulting from the review (eg winding up a trust or endowment) will be referred to SPCG for review and the PC-PMM/PC-FIN for recommendation to the Executive of the General Council for decision.

3. Recommendations (on a case by case basis) for the disposition of endowments with restricted capital less than \$5,000

Being developed.

PRINCIPLES ON USE OF DESIGNATED FUNDS

- Designated funds may be used to support the operating budget as long as it is identifiable work in the operating budget that fits with the designation.
- A reporting mechanism linking draws on designated funds to specific pieces of work is essential.

Designated funds which do not support work in the operating budget may not be used to support the budget. Proposals on the appropriate use of these funds (e.g. loans, grants) should be made by the Unit(s) responsible for work meeting the designation.

Designated funds which cannot be used to support existing work of the UCC will be identified and periodically reviewed by the WGTE for recommendations on whether funds can be used or freed up.

In general

In principle, The United Church of Canada follows a principle of using designated funds over a period of time, based on actual receipts.

THEREFORE:

Trusts

- Trusts with no restrictions on capital may be drawn down over time using interest and up to (10%) of the current balance of the trust.

Endowments

- Interest on endowments will be used on an annual basis. First consideration will be for support of the operating budget.

Designated Reserves (Division Reserves)

- Designated Reserves have been a means for the church to track designations and ensure funds are used in accordance with those designations. These funds must continue to be tracked. It is recommended that the "Reserves" continue to be used to accumulate bequests designated more specifically than "The United Church of Canada", but not directed to very specific pieces of work. These funds will be named in accordance with the broad general purpose of the monies being deposited. For example:
 - Fund for Global Mission
 - Fund for Mission in Canada (including Social Evangelism)
 - Fund for Student Aid and Theological Education
 - Fund for Ethnic Ministries
 - Fund for the Archives

These pooled funds are to be treated as "deferred revenue" and drawn in to support those general areas of work based on a 3-year average of actual receipts.

Grants/Loans from Trusts, Endowments & Reserves

From time to time requests are received for grants and loans from trusts, endowments or reserves. These requests will be subject to a common process of review and decision-making.

APPENDIX M
PROPOSAL 7

Title: Authorization for Grants from the Morrison Bequest
Origin: Permanent Committee on Programs for Mission and Ministry (PC-PMM)
Financial Implications: None
Staffing Implications: None
Source of Funding: N/A

Whereas Dr. Morrison's gift was given to support the mission work of The United Church of Canada; and

Whereas previous Executives of the General Council have understood this Bequest to be logically placed under the Division of Mission in Canada;

THEREFORE the Permanent Committee on Programs for Mission and Ministry recommends to the Executive of the General Council that grants from the Morrison Bequest be authorized in the following way:

1. The Permanent Committee on Programs for Mission and Ministry review existing criteria and guidelines for the Morrison Bequest and recommend revised guidelines and criteria for the appointment of a Morrison Reference Group for the consideration of the Executive of the General Council.
2. That the Permanent Committee on Programs for Mission and Ministry be directed to establish a reference group composed of elected members and staff; and that
3. The Morrison Reference Group reports through the Permanent Committee on Programs for Mission and Ministry to the Executive of the General Council recommendations on allocations from the Morrison Bequest.

APPENDIX N**THE UNITED CHURCH OF CANADA
PRIVACY STANDARDS POLICY**

The United Church of Canada has a Privacy Standards Policy that allows for the collection, use, management, retention, protection, disclosure and disposition of personal information held at church offices in compliance with all applicable federal and provincial privacy legislation including, but not limited to, *The Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5)*. Any questions on this policy should be directed to the General Council Office Privacy Officer who can be reached at privacy@united-church.ca or 3250 Bloor Street West, Suite 300, Toronto, Ontario M8X 2Y4.

Purpose

The United Church of Canada (UCC) has a Privacy Standards Policy, applicable to all records of individuals that are maintained by the UCC under the jurisdiction of General Council, to ensure the proper collection, use, retention, protection, disclosure and disposition of personal information.

Collection

General Council has a centralized records and archives management process for the collection, management, retention and disposition of personal information. Categories of individuals for which personal information is being collected and maintained includes but is not limited to: ministry personnel, employees, elected and appointed members, volunteers, donors, and retail customers. Personal information is contained in paper and electronic records at the UCC. Each employee and pensioner of the UCC, whether full-time, part-time, contract or retired, has confidential and secure personnel, pension, benefits and payroll files. Donors and retail customers have files that include confidential personal information. General Council and Youth event databases collect personal information required to accommodate event attendance and programs. All personal information is the property of the UCC and all individuals have controlled access to their personal information. All personal information obtained, compiled, maintained and disclosed for the UCC by third-party agents and contractors must comply with standards comparable to the UCC Privacy Standards Policy and applicable federal/provincial privacy legislation. Contractual provisions requiring such compliance should be incorporated into all third party agent and contractor agreements.

Definition

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual – that is, it is information which can, directly or indirectly, identify an individual. Personal information does not include the name, title, business address or business telephone number of an employee of an organization. Personal information includes information in any form (eg. printed/electronic) including, but not limited to: home address, home phone-number, age, personal email address, race, national or ethnic origin, colour, religion, sexual orientation, marital status, mental or physical disability, family members' names, employee files, identification numbers, evaluations, disciplinary actions, the existence of a dispute, opinions, comments, social status, income, credit and bank records, donation information, loan records or medical records.

Principles

The UCC will follow the ten principles for handling personal information as set out in Schedule 1 of the *Personal Information Protection and Electronics Document Act of Canada (PIPEDA)*. These principles are: accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, and provision of recourse.

Accountability

At the General Council Offices, the General Secretary, after consultation with the Senior Leadership Team, will designate a person to be the Privacy Officer in Church House with responsibility to ensure compliance with Privacy Standards Policy. Staff must be informed of the name and responsibilities of the Privacy Officer. The Privacy Officer will report to the General Secretary or other designated staff of the Senior Leadership Team for discussion and direction on an as needed basis in regards to compliance activities related to personal information protection. The Privacy Officer will ensure regular training for

staff/volunteers as to the policies and procedures personal information protection requires. The Policy will be reviewed periodically by the Privacy Officer, in consultation with the Privacy Working Group, and placed in the Staff Manual. Employees will be made aware of the importance of maintaining the security and confidentiality of personal information. The misuse or improper handling of personal information may result in disciplinary action up to and including dismissal.

Given the consequences of non-compliance, for the purpose of communicating with News Media and/or the provincial or federal Privacy Compliance Commissioners, and for the purpose of directing compliance in response to privacy compliance orders, a designated member of the General Council Senior Leadership Team will take the role of a Privacy Commissioner to assist the Privacy Officer with time-sensitive official communications that bind the church legally.

At the General Council Offices, each working unit will assign one person responsible for ensuring that the privacy policy standards are met and maintained. Each working unit must follow the procedures for collection, use, retention, and disclosure listed below. Personal information will be inventoried, and assigned to one of the three levels:

Level 1 – Highly Restricted Personal Information

Level 2 – Confidential Personal Information

Level 3 – General Information (Not Personal Information)

Exceptions to the Consent principles

If it is thought necessary to collect, use or disclose personal information without the consent of the individual for reasons not listed here, contact the Privacy Officer before making the collection, use or disclosure in question. Congregations and offices in Quebec should contact the Privacy Officer before relying on any of the following exceptions.

The UCC may collect and use personal information without consent for any reason allowed by law, including:

- (a) If it is clearly in the individual's interest and consent is not available in a timely way
- (b) If collection is required to investigate a breach of an agreement or contravention of a federal or provincial law, and it is reasonable to expect that obtaining the consent of the individual would compromise the availability or accuracy of the information
- (c) for journalistic, artistic or literary purposes (d) If it is Certain publicly available information (generally, information that is contained in public telephone or other directories)

The UCC may use personal information without consent for any reason allowed by law, including:

- (a) If it is clearly in the individual's interest and consent is not available in a timely way
- (b) If collection is required to investigate a breach of an agreement or contravention of a federal or provincial law, and it is reasonable to expect that obtaining the consent of the individual would compromise the availability or accuracy of the information
- (c) For journalistic, artistic or literary purposes
- (d) Certain publicly available information (generally, information that is contained in public telephone or other directories)
- (e) For an emergency that threatens an individual's life, health or security
- (f) For statistical or scholarly study or research (please contact the Privacy Officer before relying on this exemption in any province).

The UCC may disclose personal information without consent for any reason allowed by law, including:

- (a) To a lawyer representing the UCC
- (b) To collect a debt the individual owes the UCC
- (c) To comply with a subpoena, warrant or order made by a court or other juridical body
- (d) To a lawfully authorized government authority
- (e) Where the health or safety of an individual is threatened and notice of the disclosure is subsequently provided to the individual concerned
- (f) Certain publicly available information (generally, information that is contained in public telephone or other directories)
- (g) Where required by law.

LEVEL 1 – HIGHLY RESTRICTED PERSONAL INFORMATION

Criteria

Information is very sensitive and if shared or published inappropriately or harvested electronically for fraudulent activities such as identity theft, has the potential of damaging people's lives and/or their well being and would likely bring about legal action against the UCC. The information is used for internal judicial decisions, identifies donor designations, career development, compensation determination, and legal action.

Examples:

- Compensation employment information such as social insurance number and T4 forms, payroll deposit statements, and pension statements
- Personal medical and health card information, including medical information related to leaves of absence and disability claims
- Donor name and amount, financial, and bank account information
- Credit card numbers and expiry dates
- Legal documents that contain personal information
- Minutes of in camera meetings
- Disciplinary documentation
- Organizational restructuring and planning material

Collection

1. Collect personal information only for a specific purpose and limit the amount and type of information gathered to what is necessary for the identified purposes.
2. Advise the individual of the purposes for which information will be used or disclosed, at or before the time of information collection. This may be done orally or in writing. If consent is granted or denied orally, then a follow-up letter must be issued to confirm in writing that the working units' records reflect the individual's wishes. A copy of the letter will be kept on file.
3. Consent must also be obtained again when collected information might be used for another purpose.
4. All UCC forms used to collect personal information must include a small-print generic statement at the bottom of the form that states:

"The use, retention and disclosure of personal information collected from this form is done in compliance with all applicable federal and provincial privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5.)*."
5. Except for its authorized or implied use within authorized data-processing systems, personal information, stored electronically, will not be disclosed, downloaded or exported without the written consent of the General Council Minister of the working unit who reports this access to the Senior Leadership Team and the Privacy Officer.
6. Personal Information that is collected through Website services hosted by the UCC or third-party website service providers must also seek permission for use of collected personal information for purposes other than stated or implied use. UCC Websites will post a "Privacy Statement" that states:

"The United Church of Canada is committed to protecting the privacy of personal information. Personal information is collected, used, maintained and disclosed in compliance with the United Church of Canada Privacy Policy and all applicable federal and provincial privacy legislation including, but not limited to, The *Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5.)*."

The UCC Website "Privacy Statement" will also list website-service providers (eg. online donations service) who are involved in the collection, use, retention and disclosure of personal information for the UCC as third-party agents. A summary of privacy measures specific to each type of website service and third-party agent will also be listed. Third-party agents involved in the collection of personal information for the UCC must also comply with the UCC privacy policy and applicable legislation, and post a privacy statement that is linked to website pages or forms used to collect personal information. Contractual provisions requiring such compliance should be incorporated into all third party agent and contractor agreements.

Retention

1. Keep personal information only as long as is necessary to satisfy the original purposes:
 - (a) Information associated with compensation, legal and judicatory decisions are to be retained for an indefinite period of time in accordance with applicable records retention policies, schedules and legislation
 - (b) Donor, disciplinary, restructuring, medical, credit card, and evaluation information is destroyed as soon as it is no longer necessary in accordance with applicable records disposition procedures
 - (c) At the General Council Offices, electronic records will be backed up according to required procedures and schedules within the UCC IT Security and Procedures Policy
2. To safeguard from unauthorized access, disclosure, copying, use or modification, information must:
 - (a) be kept in a locked file cabinet separated from the general personal files if it will be used for disciplinary, juridical or misconduct informationpurposes. Electronic records will be kept on a server for backup purposes and physical access to network storage servers and drives will be controlled with authorized access. Any backup or archive media containing personal information shall be kept in designated locked storage containers and contracted offsite facilities.
 - (b) be accessed by authorized staff or contractors listed on an access list, in compliance with applicable federal/provincial legislation, the UCC IT Code of Conduct, and at Church House - the Security and Procedures policies.
 - (c) where the data is in electronic format, it must be protected in accordance with the UCC IT Code of Conduct and Security and Procedures Policies, with security software measures such as network and database passwords and security software including firewalls and up-to-date anti-virus software. At the General Council Offices, approval of software, or network and system changes that may affect the integrity of personal information systems and security software must be received by the Manager, Information Technology Services, and reported to the Privacy Officer.
 - (d) be accessed and maintained only by authorized staff and contractors in accordance with their assigned duties and/or service contract
 - (e) be placed in a secure vault storage, sealed and stamped with a date and a list of those who have controlled access, when the personal information is related to disciplinary, juridical or misconduct activities
3. Destroy, erase or render anonymous any personal information that is no longer required for an identified purpose or legal requirement.
4. Dispose of personal information in a manner that prevents improper access and in compliance with records retention schedules and destruction authority. Shredding paper files or deleting electronic records is ideal. Any electronic equipment or storage media no longer used will be reformatted using security software that includes data-destruction to ensure all sensitive personal information data is completely destroyed using methods that will prevent any type of data-recovery.

Disclosure and Individual Access

1. Information is restricted to very few individuals/positions placed on a predetermined list.
2. Information must only be disclosed for the purpose it was collected, unless one or more of the exceptions detailed above applies.
3. Personal information is distributed in a manner that prevents improper access or electronic data harvesting. The word "Confidential" must appear on printed documents and on envelopes containing personal information.
4. Individuals have controlled access to their own personnel files and any other personal information collected about them, except as detailed below for the consent exemptions listed above.

5. Individuals have a right to correct inaccurate or incomplete personal information. Where there is a dispute, individuals may attach a notice and description of the dispute to their file. In some circumstances, it may be necessary to communicate this notice to third parties.

5.6. All points above apply to both written and electronic information

Individuals have a general right of access to their personal information in the possession of the UCC. Access should be denied in the following circumstances [congregations and offices in Quebec should contact the Privacy Officer before relying on any of the following exceptions]:

- (a) Where solicitor-client privilege applies to the information
- (b) Where access would reveal confidential commercial information
- (c) Where the information was collected as part of an investigation of a breach of contract or law
- (d) Where the access could reasonably be expected to result in a threat to the health or safety of another individual
- (e) Where the access would involve the disclosure of another individual's personal information
- (f) Where the access would disclose the identity of a third party who provided the information and that third party does not consent to the disclosure (Alberta and British Columbia only)
- (g) Where the information was generated in the course of a formal dispute resolution process (limited application in Alberta and British Columbia).

Where possible, information that falls within these paragraphs should be severed and access should be provided to the remaining information. This severance provision does not apply to paragraph (f).

Access and Complaints Procedures

All requests for access to personal information, and all requests for information relating to the UCC's privacy policies and practices, including any complaints, should be directed to the Privacy Officer, 3250 Bloor Street West Toronto, Ontario M8X 2Y4. All requests and complaints must be provided in writing. Unless exceptional circumstances apply, responses must be provided within 30 days of receiving the request or complaint. Should there be a need to extend the time for making a response, immediately contact the Privacy Office for direction and assistance.

LEVEL 2 – CONFIDENTIAL PERSONAL INFORMATION

Criteria

Information is somewhat sensitive and if inappropriately shared, published or harvested electronically could contribute to fraudulent activity such as identity-theft, and bring about hardship or embarrassment to an individual and/or the UCC, or it may bring about legal action against the UCC. The information is used for career development and legislative compliance. This information is considered private, but more individuals have controlled access to it than the information in Level 1.

Examples:

- Date of birth and date of death
- Personal email addresses
- Appointment letters
- Performance management and reviews
- Non-medical information related to Leaves of absence and disability claims
- Residential address and phone numbers
- Complaints
- Pastoral Charge administrative files
- Compensation information such as salary and benefit amounts

Collection

1. Collect personal information only for a specific purpose and limit the amount and type of information gathered to what is necessary for the identified purposes.

2. Advise the individual of the purposes for which information will be used or disclosed, at or before the time of information collection. This may be done orally or in writing. If consent is granted or denied orally, then a follow-up letter must be issued to confirm in writing that the working unit's records reflect the individual's wishes. A copy of the letter will be kept on file.
3. Consent must also be obtained again when collected information might be used for another purpose.
4. All UCC forms used to collect personal information must include a small-print generic statement at the bottom of the form that states:

"The use, retention and disclosure of personal information collected from this form is done in compliance with all applicable federal and provincial privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5.)*."
5. Except for its authorized or implied use within authorized data-processing systems, personal information, stored electronically, will not be disclosed, downloaded or exported electronically without the written consent of the General Council Minister of the working unit who reports this access to the Senior Leadership Team and the Privacy Officer.
6. Personal Information that is collected through Website services hosted by the UCC or third-party website service providers must also seek permission for use of collected personal information for purposes other than stated or implied use. UCC Websites will post a "Privacy Statement" that states:

"The United Church of Canada is committed to protecting the privacy of personal information. Personal information is collected, used, maintained and disclosed in compliance with the United Church of Canada Privacy Policy and all applicable federal and provincial privacy legislation including, but not limited to, T*the Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5.)*."

The UCC Website "Privacy Statement" will also list website-service providers (eg. online newsletter subscriptions, or online forums) who are involved in the collection, use, retention and disclosure of personal information for the UCC as third-party agents. A summary of privacy measures specific to each type of website service and third-party agent will also be listed. Third-party agents involved in the collection of personal information for the UCC must also comply with the UCC privacy policy and applicable legislation, and post a privacy statement that is linked to website pages or forms used to collect personal information. Contractual provisions requiring such compliance should be incorporated into all third party agent and contractor agreements.

Retention

1. Keep personal information only as long as is necessary to satisfy the collection purposes:
 - (a) Information is to be retained for a definite period of time (as designated by applicable records retention policy or legislation)
 - (b) All information is destroyed as soon as it is no longer necessary and in accordance with applicable disposition policy and legislation
2. To safeguard from unauthorized access, disclosure, copying, use or modification, Information information must:
 - (a) be kept in a locked file cabinet
 - (b) be accessed by officers listed on an access list,
 - (c) be password protected by using security software and network and database passwords where the data is in electronic format. Approval of security software at the General Council offices must be received by the Manager, Information Technology Services, and reported to the Privacy Officer.
 - (d) be accessed and maintained only by authorized staff and contractors in accordance with their assigned duties and/or service contract
3. Destroy, erase, or render anonymous any personal information that is no longer required for an identified purpose or legal requirement.

4. Dispose of personal information in a manner that prevents improper access. Shredding paper files or deleting electronic records is ideal. Any electronic equipment or storage media that is no longer used will be reformatted or erased to ensure all personal information is over-written.

Disclosure and Individual Access

1. Information is restricted to individuals/positions on a predetermined access list
2. Information must only be disclosed for the purpose it was collected, unless one or more of the exceptions detailed above applies.
3. Distribute personal information in a manner that prevents improper access or electronic data harvesting.
4. Individuals have controlled access to their own records and any other personal information collected about them, except as detailed below.

4.5. Individuals have a right to correct inaccurate or incomplete personal information. Where there is a dispute, individuals may attach a notice and description of the dispute to their file. In some circumstances, it may be necessary to communicate this notice to third parties.

All points above apply to written and electronic information.

5.6. All points above apply to written and electronic information. Individuals have controlled access to their own records and any other personal information collected about them, except for the consent exemptions listed above.

Individuals have a general right of access to their personal information in the possession of the UCC. Access should be denied in the following circumstances [congregations and offices in Quebec should contact the Privacy Officer before relying on any of the following exceptions]:

- (a) Where solicitor-client privilege applies to the information
- (b) Where access would reveal confidential commercial information
- (c) Where the information was collected as part of an investigation of a breach of contract or law
- (d) Where the access could reasonably be expected to result in a threat to the health or safety of another individual
- (e) Where the access would involve the disclosure of another individual's personal information
- (f) Where the access would disclose the identity of a third party who provided the information and that third party does not consent to the disclosure (Alberta and British Columbia only)
- (g) Where the information was generated in the course of a formal dispute resolution process (limited application in Alberta and British Columbia).

Where possible, information that falls within these paragraphs should be severed and access should be provided to the remaining information. This severance provision does not apply to paragraph (f).

Access and Complaints Procedures

See comments above.

LEVEL 3 – GENERAL INFORMATION

Criteria

Information is not sensitive and can be shared. This information is not restricted and many can have access to it. It is collected to assist the departments in the accomplishment of their tasks. There is no confidential or restricted personal information included in this level.

Examples:

- Reference files
- Periodicals and Journals
- Forms
- General Council, Committee, and Board Minutes **
- Annual Reports
- Legislation and policies

- Published Directories

Collection

Personal information is not to be collected in this category.

Retention

1. Keep information only as long as is necessary to satisfy the purposes or until it is ready for Archival disposition.
2. Safeguard from unauthorized access to ensure information is not modified or lost.

Disclosure and Individual Access

1. Information can be shared publicly.
2. ** All major General Council and Committee minutes produced after January 1, 2004 can be shared publicly. All major General Council and Committee minutes produced before January 1, 2004 will be screened to remove personal information before public distribution.